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**Duxbury, Massachusetts**





# **ANNUAL REPORT FOR THE TOWN OF DUXBURY**



***FOR THE PERIOD COVERING JULY 1, 2009 THROUGH JUNE 30, 2010***

Town of Duxbury Website: [www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)

### Town Hall At-a-Glance

Please refer to the list below for a brief list of some of the services available through various Town Hall departments. For more information, please stop by or call the appropriate office and we will be happy to assist you!

781-934-1100



**Telephone  
Extension**

**Department**

- x149      **Selectmen/Town Manager:** Address specific concerns to the Selectmen or the Town Manager; pay Parking Citations to the Parking Clerk; obtain Talent Bank Applications; obtain Employment Applications; Liquor License Information.
- x150      **Town Clerk:** Obtain Birth, Death, Marriage certificates; Marriage licenses, dog licenses, business certificates, voter registration and election information.
- “0”      **Receptionist:** Resident (non-commercial) clamming permits; beach horseback riding permits; mooring applications, waiting lists and payments, conservation maps and general information.
- x134      **Conservation:** Questions regarding ecology/conservation, whether or not in conjunction with building construction.
- x143      **Human Resources Officer**
- x163      **Employee Health Benefits**
- x148      **Planning Board:** Questions regarding development of property.
- x125      **Inspectional Services:** Obtain building, zoning, plumbing, gas, wiring, home occupation, business occupation, sign, certificate of occupancy permits, and zoning and building code enforcement.
- x140      **Board of Health:** Obtain Title V septic information; file plans and obtain permits for septic systems; obtain well permits; obtain permits for the keeping of farm animals; report health issues and obtain information on a variety of health-related subjects.
- x142      **Department of Public Works:** You may refer general questions to the DPW office, or specific issues can be addressed to the appropriate department:
- |                                    |              |
|------------------------------------|--------------|
| <u>Animal Control</u>              | 781-934-6424 |
| <u>Cemetery</u>                    | 781-934-5261 |
| <u>Highway</u>                     | x 131        |
| <u>Lands and Natural Resources</u> | x 133        |
| <u>Water Department</u>            | x 129        |
- x115      **Assessing Department:** Obtain records and information pertaining to real property, motor vehicle excise tax, personal property, the boat excise tax and other matters.
- x132      **Accountant's Office:** Obtain information on the financial health of the town. View Town's website.
- x147      **Treasurer/Collector:** Pay tax and water bills; obtain beach and transfer station stickers. Municipal lien requests.

*Photo Credits on Page 9.*



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ANNUAL REPORT  
JULY 1, 2009 – JUNE 30, 2010

[www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)

Duxbury Free Library

IN MEMORIAM  
PAUL KENNETH ARSENIAN  
MARCH 24, 1926 – JULY 6, 2009



On July 6, 2009, Duxbury lost one of its finest citizens, Paul Kenneth Arsenian, age 83. Paul was affectionately known as a "Town Father", being one who "everyone" sought out for advice. His wisdom and expertise were developed the old-fashioned way---through years of dedication and solid work. Paul, a retired attorney, served for thirteen years on the Fiscal Advisory Committee, and also for thirteen years on the Finance Committee. He was very active in Duxbury electoral politics. New candidates did very well to seek his counsel. Paul was known for cooking "thousands" of pancakes at the annual Mother's Day Breakfast in Duxbury, and for his love of the Red Sox and Patriots. He was also very proud of his Armenian Heritage, and attended Armenian Night at the Pops for more than 50 years.

Paul received the Presidential Lifetime of Service Award in 2008, as well as the Duxbury Community Volunteer 2009 Civic Contributions Unsung Hero Award.

***"Paul will be remembered for his intellect, gentle heart, ferocious defense of those he loved, and unparalleled devotion to the Town of Duxbury. He challenged us to think with an open mind, not a closed heart, commit our energy to building up, not tearing down, and to always look toward the future by finding new people 'with a little common sense' and encouraging them to make a difference." ---Elizabeth Sullivan***



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***Board of Selectmen: (L-R): Christopher Donato, Elizabeth Sullivan, Shawn Dahlen***



***Town Manager: Richard R. MacDonald***

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*Nancy M. Oates, Duxbury Town Clerk since 1983*

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*Duxbury Senior Center*

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*John Alden House, Built c. 1700*

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*Duxbury Education Foundation Spelling Bee*

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*Dinghies at Duxbury Harbor*

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*Powder Point Bridge in Winter*

## **2010 ANNUAL TOWN REPORT PHOTO CONTEST WINNERS**

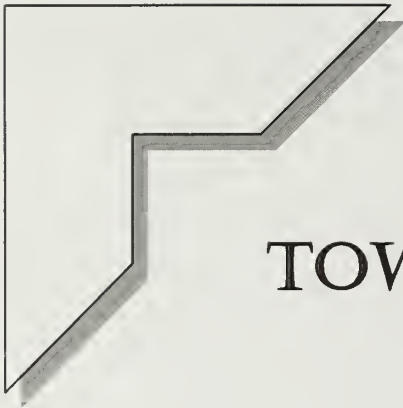
Front Cover: "Bonfire Pallets", by Barbara L. Van Dingstee

Back Cover: "Got Oysters?", by David Grossman

Inside Front Page: "Path to Duxbury Beach", by Linda Baker

### **ADDITIONAL PHOTO CREDITS:**

Pg. 2 (Paul K. Arsenian): Courtesy of Elizabeth Arsenian; Pg. 3 (Selectmen & Town Manager) by Barbara Ripley; Pg. 4 (Town Clerk) by *Duxbury Clipper*; Pg. 5 (War Monument) by Pamela Campbell-Smith; Pg. 5 (Senior Center) by Pamela Campbell-Smith; Pg. 6 (Alden House) by Myrna Walsh; Pg. 7: (Spelling Bee) by Karen Wong; Pg. 8 (Dinghies at Duxbury Harbor) by Jack Magner; Pg. 8 (Powder Point Bridge in Winter) by Justin Coonan; Pg. 146 (Wind Turbine) by *Duxbury Clipper*; Pp. 148-150 (Community Preservation Committee photos) by Holly Morris; Pg. 155 (Osprey Nest) by Elizabeth Nollner; Pg. 162 (Planning Board) by Diane Grant; Pg. 165 (Tarkiln Building) by Susanna Sheehan; Pg. 166 (Island Creek Schoolhouse) by From the Walter Prince Collection, Courtesy of Doris Prince; Pg. 169-170 (Library Photos): Duxbury Free Library Archives; Pg. 176 (Student Musicians) by Karen Wong; Pg. 186 (Commuter Lot) by William Richardson; Pg. 188 (Police Chief Ceremony) by *Duxbury Clipper*; Pg. 189 (Parade) by Officer Mary Ellen Vidito; Pg. 196 (Water Tank Replacement) by Peter Mackin, Pp. 201-202(Percy Walker Pool) by Kathleen Coghlan.



# TOWN ADMINISTRATION

BOARD OF SELECTMEN

TOWN MANAGER



## BOARD OF SELECTMEN

---

It is both an honor and privilege to serve as your new Selectman. It gives me great pleasure to serve the community where I grew up, and I hope I can live up to the exemplary leadership of our past Selectmen. Duxbury is an extraordinary town that has been shaped by extraordinary leadership and volunteerism. Our residents are truly our greatest natural resource.

In my new role I've seen first-hand the efforts of our exceptional staff, who manage the day-to-day operations of our town while struggling to provide for the wants and needs of residents with an ever-shrinking budget. "It's all about providing for the needs of the residents" is a common theme from Town Manager Richard MacDonald. Every day there is a new challenge: a constant balancing act to keep the wheels of a government organization moving in the right direction. Finance Director John Madden, working in conjunction with the Town Manager, is doing a great job at meeting our community's expectations despite very limited revenue growth. While the operating side of our budget is under control, the capital side will face many challenges in the next few years. Our public safety buildings and school buildings are aging and they need to be renovated or replaced. The capital costs of these initiatives are significant, and the debt service can only be funded through debt exclusions that will add significantly to residential tax bills during difficult times. I believe this is the single biggest issue facing Duxbury in the near future.

The employees who help to manage the town play a key role in delivering services to our community. Our new Human Resources department, led by Jeannie Horne, has made many strides in professionalizing personnel policies and facilitating management's ability to manage personnel matters successfully. Our management team has had a few changes this year: Matt Clancy, our new Police Chief, Peter Mackin, our new Water and Sewer Superintendent, and Doug Dondero, our new Manager of Buildings and Grounds. We also had some difficult goodbyes. Sue Skeiber, who served the needs of our children for many years as an administrator and school superintendent, moved on to new opportunities. Allen Bornheimer, who held the gavel of town moderator for 27 years, turned it over to Friend Weiler. All who have attended town meeting during the many years of Allen's service will miss him greatly. In addition, Deputy Fire Chief Bill Carrico moved on to become Fire Chief in Halifax.

This year marked the completion of several initiatives and the beginning of many new ones. The Town Clerk's office had to deal with significant changes both in the Open Meeting Law and the State Ethics Law. Nancy Oates and Susan Kelley did a great job educating and keeping all town volunteers and employees in compliance with the new requirements. The Turf Field was completed with a joint effort of private and local funding. The newly renovated Percy Walker Pool welcomes swimmers with lights and views of Train Field. The War Memorial was completed and dedicated to Duxbury citizens who made the ultimate sacrifice for their country. The preservation of the historic Tarkiln School House is well underway and should be completed shortly. A new Crematory Building was approved at town meeting and construction should begin soon. The contract was signed with Verizon to provide FIOS as an alternative for residents with the added benefit of providing funding to enhance local coverage.

Our staff and our community received many awards this year. Congratulations to Peter Buttkus, recipient of Tree Warden of the Year Award, and firefighter John Montosi, who received the Medal of Valor for his courage in going to the aid of a person while off duty. The Wright Building received the Massachusetts Historical Commission's Adaptive Reuse award and the Senior Center received accreditation under the leadership of Joanne Moore. Duxbury was ranked as one of the Top Ten Recycling Communities, a tribute to the efforts of all residents. Under the leadership of Town Manager Richard MacDonald and Finance Director John Madden, Duxbury received a Certificate of Achievement in Financial Reporting. We also received substantial discounts on our insurance costs through successful participation in the Massachusetts Interlocal Insurance Association Rewards program.

This year we lost two residents whose dedication to the Town will be greatly missed. David Cutler, former publisher of the Duxbury Clipper, grew up in Duxbury, developed a highly successful newspaper

business on the South Shore and beyond. He eventually took over at the *Clipper* after his father John Cutler died. David captured the hearts of so many people. He was dedicated to the Town and numerous non-profit organizations. Paul Arsenian was a tireless volunteer who served our community in countless ways and mentored many residents serving on Town boards and committees. Paul is greatly missed for his kindness, compassion, and dedication to public service. Please see our special tribute to him on page 2 of this report.

As we put another year behind us and start a new year, we should reflect back on the history that has made Duxbury the community that we all have chosen as ours. Learn from our mistakes, build on our successes, and most importantly remember the guidance and words of our mentors.

Respectfully Submitted,  
Shawn M. Dahlen, Chair  
Elizabeth H. Sullivan  
Christopher R. Donato

## TOWN MANAGER

---

The overarching theme for FY 2010 remains the same as for the past several years: We are striving to provide the services that Duxbury residents want and deserve during challenging economic times. I am very proud of what we have been able to accomplish, even with declining resources.

Financially, we planned for the worst. We assumed that local receipts would even be lower than they were, and we assumed that State budget cuts would be even greater than they were. Departments tightened their belts again, yet still managed to do a superb job in providing services to the Town. When the situation turned out slightly better than our projections, we were all better off for it. We also continued the process of developing our long-range capital plan, so that new capital spending requests may be viewed in light of a comprehensive strategy.

We made a big push in Human Resources this year. The Finance Director, Human Resources Officer, Personnel Board, and I strived to clarify and codify our personnel practices. This is a painstaking process. However, there are always great returns to attention paid to our greatest asset; our workforce.

Public health was another big concern. Our Health Department was a regional leader in providing H1N1 flu virus vaccine clinics this fall. Duxbury has also been instrumental in founding and furthering the South Shore Regional Medical Reserve Corps, which provided invaluable services for our flu prevention efforts.

Years of effort in cable service negotiations saw a breakthrough this year, as we signed a contract with VERIZON, Inc., to bring cable services to Duxbury. We are pleased that Duxbury residents now have a choice in cable providers. Negotiations continue with COMCAST, in order to complete a long-awaited formal contract for their ongoing services.

Despite the fiscal challenges, there are many facilities in various stages of improvement. The first games on the new synthetic turf field at the high school were played early in FY 2010. Substantial progress was made in the historic preservation of the Tarkiln School Building. We learned that Tarkiln would be placed on the National Register of Historic Places, so our preservation efforts have added importance. The front of "Old Town Hall" was graced with the installation of the World War Monument. This monument lay in disrepair for many years, but was found and resurrected by a committee of dedicated volunteers. I am proud that the Town has elected to honor Duxbury residents who served our country in war. It should be noted that all of the above projects received a portion of their funding from the Community Preservation Fund. In addition, the Town has voted to construct a new crematorium. Duxbury has the busiest municipal crematorium in the State. Now, the service will be upgraded with a new facility and better amenities for grieving families. Finally, the ribbon-cutting for the



newly renovated Percy Walker Pool rounded out the fiscal year. Residents will be very proud of this beautifully upgraded facility.

State legislators made many demands on our Town Clerk's office this year. The legislature called a special primary election and a special general election to fill the Senate seat vacated by Senator Ted Kennedy. In addition, they voted to implement a new Ethics Law, and gave the Town Clerk's office the responsibility for tracking mandatory ethics training for hundreds of employees and volunteers. Finally, they required Town Clerks to prepare for the FY11 implementation of a New Open Meeting Law, making significant changes to the way meetings are noticed to the general public. Kudos are due to Nancy Oates, and her assistant, Susan Kelley, who did all this, while tending to the already existing demands of the department.

In several areas, our efforts have been recognized. The Town was the recipient of the 2009 Massachusetts Historical Commission Preservation Award for the adaptive reuse, rehabilitation, and restoration of the Wright Building. Our Senior Center received accreditation. It is only the tenth senior center in the State, and the 173<sup>rd</sup> nationwide, to receive this distinction. The Massachusetts Department of Environmental Protection lists us as the 9<sup>th</sup> best for recycling efforts out of 351 communities. This speaks to the success of our "Pay-As-You-Throw" program. For the fifth consecutive year, we received the Certificate of Achievement in Financial Reporting, the highest form of recognition in the area of governmental accounting and financial reporting. This year, the award was given to the Town, and to Finance Director, John Madden. Our DPW Director, Peter Buttkus, was recognized as Tree Warden of the Year by the Massachusetts Tree Wardens and Foresters' Association. Firefighter John Montosi received the Medal of Valor at the State's 20<sup>th</sup> Annual Firefighter of the Year Awards, for his off-duty rescue of a Pembroke woman from a burning house. Town Departments and individual employees give the Town much to feel good about.

There were several notable transitions. Allen Bornheimer laid down the gavel after the 2010 Annual Town Meeting. He had been Town Moderator since 1982. Leadership in Duxbury changed hands many times during that period, but Allen's expert and friendly guidance was a stable and steady force. He was a firm believer in the wisdom of Town Meeting. His legacy of fair and civil conduct of Town business will be felt for many years to come. We wish him well in his new home in Maine. We said goodbye to Deputy Fire Chief William Carrico, who left to become Fire Chief in Halifax. We also bid farewell to School Superintendent Susan Skeiber. During her tenure here, she was effective in enhancing the spirit of cooperation between the School Department and Town Administration. This is essential in the current economic climate. We welcomed Peter Mackin as Water Superintendent, Douglas Dondero as Manager of Buildings and Grounds, and Matthew Clancy as our new Police Chief.

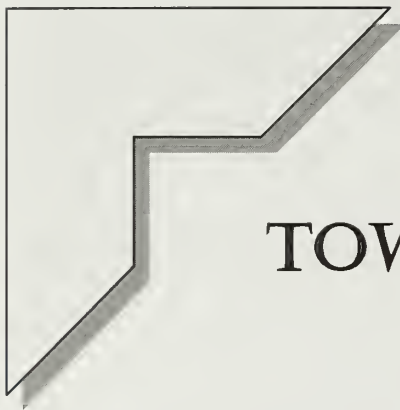
Sadly, we lost Paul Arsenian at the very beginning of the fiscal year. He was a tireless volunteer for the Town, and an advisor and friend to many of us. David Cutler, long-time editor of the *Duxbury Clipper*, also passed away. He cared deeply about Duxbury, and used his influence whenever possible for the betterment of the Town. At the time of his passing, he was a member of the War Monument Committee.

As always, I am extremely grateful for the professionalism demonstrated by Town Department Heads and staff. In addition, I am overwhelmed by the generosity of the Duxbury's volunteers. I have lived and worked in several towns, but have never seen voluntarism at this level. I remain very grateful for the assistance of my office staff: Barbara Ripley, Executive Assistant, and C. Anne Murray, Administrative Assistant.

In closing, I look forward to another year of serving as your Town Manager.

Respectfully Submitted,  
Richard R. MacDonald





# TOWN CLERK'S REPORT

## TOWN OFFICIALS

SPECIAL STATE PRIMARY ELECTION - DECEMBER 8, 2009

SPECIAL SENATORIAL ELECTION - JANUARY 19, 2010

ANNUAL TOWN MEETING - MARCH 13, 2010

SPECIAL TOWN MEETING - MARCH 13, 2010

ANNUAL TOWN ELECTION - MARCH 27, 2010

# TOWN REPORT—July 1, 2009 to JUNE 30, 2010

## TOWN OFFICIALS

### ELECTED

#### Selectmen

Shawn M. Dahlen, Chair	2013
Elizabeth H. Sullivan	2011
Christopher R. Donato	2012

#### Assessors.

June Albritton, Chair	2011
James G. MacNab	2013
Linda Collari	2012

#### Moderator

Friend S. Weiler, Sr.	2011
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#### Town Clerk

Nancy M. Oates	2013
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#### School Committee

Mary Lou Buell	2013
Gary R. Magnuson	2013
John P. Heinstadt	2012
Maureen C. Connolly	2011
Anne R. Ward, Chair	2011

#### Planning Board

Josh S. Cutler	2014
John P. Bear	2015
Amy MacNab, Chair	2012
George D. Wadsworth	2014
Brendan Halligan	2011
Cynthia L. Fiorini	2013
Harold Moody	2013

#### Library Trustees

Theodore J. Flynn, Chair	2013
Paula S. Harris	2012
Elane S. Mutkoski	2012
Laura F. Sullivan	2013
James B. Mandrell	2011
John W. Britten	2011

#### Duxbury Housing Authority

Brendan K. Keohan, Chair	2013
John J. Todd	2015
John M. Griffin	2011
Beverly Walters	2012
Linda Garrity (Gov. Appointee)	

## APPOINTED BY THE MODERATOR

### CEMETERY

Elizabeth B. Stevens	2010	Emmett Sheehan	2013
Robert F. Hayes	2011	Beverly A. Johnson, Chair	2012
Diane C. Barker	2014		

### DUXBURY BEACH COMMITTEE

*Daniel W. Baker	2010	Ronald D. Wolfe, Jr.	2010
David J. Savage	2011	Harvey C. McCormick	2011
*Walter D. Keleher,	2010	Pauline A. Flynn	2010
Robert E. Ali	2012	*William Benjes, Jr	2010
Susan Rourke, Chair	2012	Mark DeLuca, Ex-Officio	
Donald C. Beers, Ex-Officio		Joseph M. Grady, Ex-Officio	
*Designee of Duxbury Beach Reservation, Inc			

### FINANCE COMMITTEE

Gay E. Shanahan	2010	Kenneth J. McCarthy, Chair	2010
Mark R. Mahoney	2010	Colleen B. Brayer	2011
*Melissa C. Donohoe	2011	William M. Harris	2012
Barry Scammell	2012	Mark R. Keating	2011
Eugene V. Blanchard	2012		
*replaces Keith J. Pratt (7/1/09)			

### FISCAL ADVISORY COMMITTEE

William F. O'Toole, Jr	2012	Francis C. Mangione, Chair	2010
Kimberly J. O'Sullivan	2012	*Elizabeth C. Conway	2011
Karen E. Barry	2011	Friend S. Weiler, Sr.	2012
David J. Madigan	2011	Paul A. Brogna	2010
Nancy von Stackelberg	2010	*replaces Melissa C. Donohoe	

### PERSONNEL BOARD

Anita L. Stiles	2012	Wayne C. Heward, Chair	2011
Robert L. Molla, III	2012	Alexander K. Salmela	2011
Jean Riley	2010		

### WATER ADVISORY BOARD

George D. Wadsworth, Chair	2010	Freeman Boynton, Jr.	2011
Paul W. Keohan	2012		

### LONG RANGE PLANNING COMMITTEE for the PERCY WALKER POOL

Kathleen B. Coghlan, Chair	Gordon H. Cushing	Jessica Williams
Janie K. Arkema	Nancy A. Johnson	R. Douglas Backlund
Lee Kennedy		
Mission accomplished, the pool reopened June 1, 2010		



**APPOINTED BY THE TOWN MANAGER**

Alewife Warden-Donald C. Beers  
Animal Control Officer/Inspector-of Animals-Eduardo Ramos  
Building Inspector/Zoning Enforcement Officer-Scott Lambiase  
Conservation Administrator-Joseph Grady  
Council on Aging Director-Joanne Moore  
County Cooperative Exten. Serv. Town Director-Lindsay Blake  
Custodian of the Clock-Anthony Nightingale  
Custodian of the Flags-Donald C. Beers  
Director of Public Works- -Peter Buttkus  
Emergency Management Director-Kevin Nord  
Executive Assistant to the Town Manager-Barbara Ripley  
Finance Director-John Madden  
Fire Chief-Kevin Nord  
Harbormaster/Shellfish Constable-Donald C. Beers  
Health Agent-Tracy Mayo  
Parking Clerk-C.Anne Murray  
Police Chief-Matthew M. Clancy  
Recreation Director-Gordon H. Cushing  
Sealer of Weights and Measures- Harold E. Tuttle  
Superintendent of Lands and Natural Resources-Douglas Dondero  
Town Accountant-Claudette Coutu  
Treasurer/Collector-Thomas Connolly  
Veterans' Ser. Director/Burial Agent (Acting)- Michael J. Thorp  
Water Superintendent-Peter Mackin  
Weigher of Coke, Coal and Hay-Harold E. Tuttle  
Wharfinger-Donald C. Beers

**TOWN BUILDING COMMITTEE**

Paul Brogna	Adam Yanulis	ex-officio:
Dennis Nolan	Andre Martecchini	Peter Buttkus (DPW Director)
Frank Mangione, Chair	Elizabeth Lewis	Scott Lambiase (Dir. of Inspectional Services)
Lee Kennedy		John Heinstadt (School Committee)

**CREMATORY BUILDING COMMITTEE**

Emmett Sheehan, Cemetery Trustee	Scott Lambiase, Inspectional Services Director (ex-officio)
Robert Hayes, Cemetery Trustee (Chair)	Patricia Pappas, Cemetery Director (ex-officio)
Joe Shea, Resident –at-Large	Peter Buttkus, DPW Director (ex-officio)

**POLICE CHIEF SEARCH COMMITTEE**

Rev. Catherine Cullen (Local Clergy Rep.), Chair  
 Susan Skeiber, Supt. Schools (School Rep.)  
 "Sandy" (Alexander) Salmela (Personnel Board Rep.)

**Citizens:**

Christopher Barlow	"Sunny" (Elizabeth) Steadman
James Borghesani	Jerry Steinke
Paula Harris	Philip Tortorella

**WAR MONUMENT COMMITTEE**

Patrick Browne	Holly Morris
Pamela Campbell Smith	Katherine Pillsbury
David S. Cutler	Russ Pratt
Bryan Felty	Robert C. "Terry" Vose, III
Beverly Johnson	Joseph Shea, Chair

**ALL OTHER APPOINTED TOWN OFFICIALS**  
**Appointed by Elected Officers or Committees**

Assistant Town Clerk-Susan C. Kelley by the Town Clerk (August 24, 2009)

Deputy Assessor-Richard Finnegan by the Assessors

Library Director-Elaine Winkvist by the Library Trustees

Assistant Library Director-David Murphy by the Library Trustees

Planning Director-Thomas Broadrick by the Planning Board

Superintendent of Schools-. Susan Skeiber by the School Committee, resigned 2010; Benedict Tantillo, appointed May 18, 2010

**APPOINTED BY THE SELECTMEN****AGRICULTURAL COMMISSION**

Gregory D. Morris	2010	Robert T. Walsh	2011
Jeffrey A. Chandler, Chair	2012	Roger W. Ritch	2011
Annie Eldridge	2012	Carl O'Neil	2012
Orie Fontaine	2010		

**ALTERNATIVE ENERGY COMMITTEE**

John Doherty	2011	Andre Martecchini	2010
Jim Goldenberg	2012	Josh Cutler	2010
Donald Greenbaum	2011	Lynn Smith	2010
Donna Theodossiou	2011	Leslie Lawrence	2010
Geoffrey Wilkinson	2011	Frank Duggan, Chair	2012
		John Murdock	2012

**BOARD OF APPEALS**

Dennis Murphy, Chair	2012	Michael J. Gill	2010
Judith (Judi) A. Barrett	2013	Scott Zoltowski	2014
Jill Cadigan-Christenson	2010		

**BOARD OF APPEALS (ALTERNATES)**

Eugene (Gene) M. Orosz	2010	Dimitri Theodossiou	2010
Paul Boudreau	2010		

**BOARD OF HEALTH**

Clinton Watson	2010	Bruce Bygate	2011
David Brumley, MD, Chair	2012	Jerry Janousek	2011
Karen Tepper	2012		

**BURIAL AGENT TO THE BOARD OF HEALTH**

Nancy M. Oates	2010
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**CABLE ADVISORY COMMITTEE**

Robert Fitzpatrick	2010	William J. Kearney, Interim Chair	2012
Richard Miller	2011	Peter Frame	2010
Jean Kennett	2010	Mary E. MacQuarrie (ex-officio)	2010
Richard Sigrist	2012	Bill Eldredge	2011

**COMMUNITY PRESERVATION COMMITTEE**

Liaisons (3year terms):

Holly Morris (Conservation), Chair	2010	John Bear (Planning Board)	2010
Brendan Keohan (Housing Authority)	2012	Lynne Devnew (Historical Commission)	2010
Patricia Loring (Open Space & Recr.)	2011		
Two at large: Tony Kelso (2012) and Sarianna Seewald (2011)			

**CONSERVATION COMMITTEE**

Barbara Kelley	2012	Holly Morris	2010
Joseph Messina, Chair	2012	Corey Wisneski	2010
Sam Butcher	2011	Thomas J. Gill, III, MD	2011
Dianne Hearn	2010		

**CONSTABLE**

Alden Rinquist	2011	Richard A. DeLisle	2010
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**COUNCIL ON AGING**

Richard D. Sigrist, Jr	2012	James Taylor (Associate)	2010
Beverly Walters (Associate)	2010	Matthew Walsh	2010
John Madden, Chair	2012	Betsy Stevens (Associate)	2010
Patti Ryan	2011	Hamilton Bowman	2010
Shirley Oktay (Associate)	2010	Bill Campbell (Associate)	2010
Nancy "Ninky" Savage	2010	Anne Antonellis	2010
Henry O. Milliken	2010	Catherine Mavin	2010
Steve McCarthy	2011	Pamela Campbell Smith	2011
Rev. Catherine Cullen	2011		

**DESIGN REVIEW BOARD**

Nancy Johnson	2011	Judith Hall	2010
Sarah B. McCormick, Chair	2011	Susan Bourget (Alternate)	2010
Jessica R. Williams	2010	Robert M. Mustard, Jr.	2012

**DUXBURY BAY MANAGEMENT COMMITTEE**

John Brawley	2012	Shawn Dahlen	2011
Ned Lawson, Chair	2011	Donald "Don" Merry	2010



Jackson S. Kent,III	2010	Corey Wisneski	2012
Jon McGrath	2011	David Grossman	2012
Joseph Messina	2010	Don Beers,ex-officio	2011

#### **DUXBURY CULTURAL COUNCIL**

Rebecca Chin	2012	Barbara Kiley	2012
Laura Ricketson Doherty	2011	Janet Ritch	2011
Larry Smith	2010	Anthony Pilla	2010
Mary Beth MacQuarrie	2012	Marcy Bravo	2010
Alice Vautrain, Chair	2010	Helen Fowler	2011
Eija Heward	2010		

#### **DUXBURY YOUTH COMMISSION**

Inactive

#### **ECONOMIC ADVISORY COMMITTEE**

Betsy Sullivan (Selectmen)	2012	Clark J. Hinkley (At-Large)	2011
John Bear (Planning Board)	2012	Phillip M. Markella (Bus. Rep.)	2010
Dennis Murphy (ZBA)	2011	Georgia Cosgrove (At-Large)	2010
Thomas Tucker (Bus. Rep.), Chair	2012	Anne Antonellis (Bus. Rep.)	2011

#### **FOURTH OF JULY Appointed 4-13-09 until 4-13-10**

Nancy Reed	Connie Dennis	Kate Gaenicke, Co-Chair
James MacNab	Margaret Kearney	William Kearney
Barbara Munsey	Joan Edger	Donald Reed
David Robinson	Jeff Goldman	Sue Lawrence
Linda Robinson	Rich Potash, Co-Chair	Brian Hill
Robert Dente	Janet Ritch	Robert Ali
Amy Hill	Terry Reiber	

#### **HIGHWAY SAFETY COMMITTEE**

Joseph Shea, Chair	2011	Dep. Chief Chris West (Fire Dept)	2012
Fred Von Bargen	2012	Jeff Lewis	2011
Paul Brogna	2011	Officer Mary Ellen Vidito (Police Rep.)	2010
Diane Bartlett	2010		

#### **HISTORICAL COMMISSION**

Laura Doherty	2011	Retta Adams	2011
Barbara Kiley, Chair	2010	Lynne Devnew	2012
Norman Tucker	2011	James Nihan	2010
Robert C. Vose,III	2010		

#### **INVESTMENT ADVISORY COMMITTEE**

Elizabeth Sullivan (liaison)

#### **KING CAESAR COMMITTEE ADVISORY**

Rev. Catherine Cullen	2011	Diane Barker, RN, Chair	2010
Dr. Carol Langford, MD	2012		

#### **LOCAL HISTORICAL DISTRICT STUDY COMMITTEE**

Robert C. (Terry) Vose III	2010	James Hartford, Chair	2010
Georgia Taft Pye	2012	Lee Kennedy, Sr.	2011
Peter T. Smith	2011	William S. Thayer (alternate)	2012
Donna Wood	2012	James R. Kimball, Jr. (alternate)	2010
Pamela Campbell Smith	2010	Renee Mierzejewski (alternate)	2011

**LOCAL HOUSING PARTNERSHIP**

Matthew Walsh (designee COA)	2010	Barbara Kelley( Con. Com.)	2012
Denece McGann-Clinton	2011	George Wadsworth (Planning)	2010
Andre Martecchini (Designee BOS)	2012	Bruce Bygate (BOH)	2011
Brendan Keohan	2010	Diane Bartlett (At Large),Chair	2012
John Todd (Housing Auth)	2012		
Brian Murphy (at Large)	2012		

**MBTA ADVISORY BOARD**

Richard S. Prone, 2/8/10\*

\*Replaced Thomas A. Broadrick, AICP, as of 2/8/10

**METROPOLITAN AREA PLANNING COUNCIL REP**

Andre Martecchini 2012

**MUNICIPAL COMMISSION ON DISABILITY**

Patty Cristoforo	2010	Patricia E. Randall, Chair	2010
Joseph Shea	2012	Reino A. Kock (Mun. Emp. Rep.)	2012
Jerry Nightingale	2011	Marcia G. Solberg	2011
Nancy Shine	2011		

**NORTH HILL ADVISORY COMMITTEE**

W. James Ford	2012	Gordon Cushing (Ex-Officio)	2010
Richard Manning	2012	Thomas K. Garrity	2012
Robert Mustard, Jr.	2011	Scott Whitcomb	2011
Michael Doolin, Chair	2010	Anthony Floreano	2011
Michael Marlborough	2011	Michael Rufo	2010

**NUCLEAR ADVISORY COMMITTEE**

Mary Elizabeth Lampert, Chair	2010	Henry Chang	2010
Barbara Pye	2011	Millie Morrison	2012
Kevin W. Craig	2011	Rebecca Chin	2011

**OLD COLONY ELDER SERVICES**

John R. Madden (alternate) COA 2010  
Joanne Moore (Liaison)

**OLD COLONY PLANNING COUNCIL**

James Taylor (COA) 2010  
John R. Madden (COA-Alternate) 2010

**OPEN SPACE AND RECREATION COMMITTEE**

Harold Moody	2010		
Paul Costello, Chair	2012	Paul Keohan (Water Adv. Bd. Rep.)	2010
Lorrie Hall	2011	Kathy Cross	2012
Patricia Loring(CPC-Rep)	2010	Scott Zoltowski	2011
Cynthia Ladd-Fiorini (Planning Bd Rep)	2010	Jacques Pelletier	2012

**PLYMOUTH COUNTY ADVISORY BOARD**

Elizabeth H. Sullivan 2012

**RECREATION ACTIVITIES COMMITTEE**

Gregory Chandler	2010
Brian Tonis	2011
Colleen Madigan	2012
Rick Davis	2010
Stuart McEntee	2012

Brooks Holmes, Chair	2010
Brian Campbell	2012
Gordon Cushing (ex-officio)	2011
Brian Murphy	2012

**REGISTRARS OF VOTERS**

Paul Christo, Chair	2010
Nancy Oates	2010

Miriam McCaig	2012
Mary Ellen See	2012

**SHELLFISH ADVISORY COMMITTEE**

Donald Beers (Ex-Officio)	2010
Kenneth S. McKim	2010
Alan Hoban, Chair	2010
Robert Loring	2012
Linda K. Brodie	2011

John Brawley	2012
Clinton Watson	2011
Dan Baker	2012
John McCluskey	2010

**SIDEWALK & BIKE COMMITTEE**

Tod Dillon	2012
John R. Taft	2012
Nancy Johnson	2010
John J. Edwards	2012
William Slimbaugh**	2012

John Sutcliffe*	2012
Patricia C. Fahey	2010
Peter J. Sullivan, Chair	2011
Adam Godwin	2011

\*Resigned 12/4/09    \*\*Resigned 2/2/10

**SOUTH SHORE COALITION**

Josh Cutler (Rep. of the Planning Bd.)	2010
Andre Martecchini (Designee of BOS)	2010

**SOUTH SHORE RECYCLING Cooperative**

Peter Buttkus, Delegate  
Ed Vickers, Alternate

**TARKILN COMMITTEE**

R. Tag Carpenter, Chair	2010
Robert C. "Terry" Vose (Hist. Comm.)	2010
Susanna S. Sheehan	2010

Rick Cowen	2010
Steven Wonkka	2010

**TOWN COUNSEL**

Robert Sweeney Troy

**TOWN HISTORIAN**

Tony Kelso      2011

**TOWN MANAGER**

Richard MacDonald

**TRUSTEES OF AFFORDABLE HOUSING TRUST**

Elizabeth H. Sullivan (BOS Member)	2010
Laura L. Schaefer	2010
Harold F. Moody, Jr.	2012

Martha Himes	2010
Brendan Keohan	2012
Diane Bartlett (ex-officio)	2010



**Special State Primary**  
**Tuesday, December 8, 2009**  
**7am - 8pm**  
**Duxbury Middle School Gym**

<b>Party</b>	<b>Pr. 1</b>	<b>Pr. 2</b>	<b>Pr. 3</b>	<b>Pr. 4</b>	<b>Pr. 5</b>	<b>Pr. 6</b>	<b>Total</b>
<b>Democratic Party</b>							
Michael E. Capuano	52	47	66	55	62	62	344
Martha Coakley	160	175	149	131	98	126	839
Alan A. Khazei	54	75	54	26	34	38	281
Stephen G. Pagliuca	30	36	38	33	39	27	203
Write-ins	0	1	0	0	0	0	1
Blanks	0	0	0	0	0	0	0
<b>Republican Party</b>							
Scott P. Brown	121	141	118	69	102	113	664
Jack E. Robinson	22	31	15	20	6	10	104
Write-ins	1	0	0	0	0	0	1
Blanks	0	0	0	0	0	0	0
<b>Libertarian Party</b>							
Write-ins	0	0	0	0	1	0	1

Totals	440	506	440	334	342	376	2438
Absentees	13	10	19	8	5	18	73

I hereby certify the results of the State Primary Senatorial Election held on Dec. 8, 2009 at the Duxbury Middle School Gymnasium from 7am-8 pm.

Respectfully submitted,

Nancy M. Oates  
Duxbury Town Clerk

Special Senatorial Election  
 Tuesday, January 19, 2010  
 7am - 8pm  
 Duxbury Middle School Gym

Party	Pr. 1	Pr. 2	Pr. 3	Pr. 4	Pr. 5	Pr. 6	Total
<b>Democratic Party</b>							
Martha Coakley	463	513	472	386	406	434	2674
<b>Republican Party</b>							
Scott P. Brown	828	998	859	768	799	730	4982
<b>Liberty Party</b>							
Joseph L. Kennedy	8	10	9	6	2	9	44
Write-ins	0	3	0	0	0	0	3
Blanks	0	0	0	0	0	0	0
Totals	1300	1524	1340	1160	1209	1174	7708
Absentees	148	149	118	78	87	184	764

I hereby certify the results of the Special Senatorial Election held at the Duxbury Middle School Gymnasium on January 19, 2010 from 7am-8 pm.

Respectfully submitted,

Nancy M. Oates  
 Duxbury Town Clerk

Town of Duxbury  
Annual Town Meeting  
March 13, 2010

The Town meeting was called to order by the Moderator at 9:05am, recessed for a Special Town Meeting at 9:15am until the meeting adjourned sine die at 9:50am when the Annual Town Meeting reconvened, recessed for lunch from noon until 1pm and recessed at 3:50pm until the meeting was reconvened on Monday, March 15<sup>th</sup> at 7:30pm and adjourned sine die at 10:55pm. All sessions were held at the Duxbury Performing Arts Center, 73 Alden St., Duxbury

Selectwoman Elizabeth Sullivan gave a tribute to retiring Moderator Allen M. Bornheimer for his twenty-eight years of service as Town Moderator. He was elected to his first term on March 27, 1982. His first Special Town meeting was on May 13, 1982, his second September 20, 1982, and his third on December 13, 1982. He has presided over 28 ATM/STM and 35 Special Town Meetings including five in 1986. Allen's first Annual Town Meeting was on March 12, 1983 and he has been going strong since then. In addition to his meeting duties, he made wonderful and professional appointments to the Moderator Bylaw Committees. He will be replaced at our Town Election on March 27, 2010. We will all miss him. State Representatives Thomas Calter and Daniel Webster presented their State of Massachusetts Proclamations and presented one from State Senator Robert Hedlund.

The Moderator gave a speech thanking the citizens of Duxbury.

**Article 1**-Moved and seconded that the Moderator and Board of Selectmen be authorized to appoint the Officers not chosen by ballot.

**Motion carried**

**Article 2**-Moved and seconded that the Town receive the Reports of its Town Officials, Boards, Committees, and Commissions as printed in the Annual Report. **Motion carried**

**Article 3**-Moved and seconded that the Town vote to fix the Compensation of the elected officials for the twelve month period beginning July 1, 2010 :

	FY-10	FY-11
<b>Moderator</b>	\$40	\$40
<b>Selectmen</b>		
Chair	\$2,000	\$2,000
Member	1,500	1,500
Member	1,500	1,500



**Assessors**

Chair	\$2,000	\$2,000
Member	1,500	1,500
Member	1,500	1,500

<b>Town Clerk</b>	<b>\$67,000</b>	<b>\$69,000</b>
<b>Total</b>	<b>\$77,040</b>	<b>\$79,040</b>

**Motion carried** to fix these salaries and they will be voted in Article 5.

**Article 4-State Highway Fund**-Moved and seconded that the town vote to accept the sum of \$408,895.00 that will be available from the State Highway Fund and such additional sums as may be made available from other County, State or Federal Agencies for Highway related work and to further authorize the Treasurer, with the approval of the Board of Selectmen to borrow in anticipation of Receipt of said funds in accordance with Massachusetts General Laws Chapter 44, Sections 4 and 6A. **Motion carried**

**Article 5-Motion 1-General Government Budget**-Moved and seconded that the Town vote to appropriate the sum of \$2,049,562 for the following:

113-Town Meeting	114-Moderator	131-Finance Committee
<u>Expenses</u> \$4,300	<u>Salaries</u> \$40	<u>Expenses</u> \$450
Total              \$4,300	Total                \$40	Total                \$450

136-Audit	151-Legal Expenses	158-Tax Title
<u>Expenses</u> \$42,000	<u>Expenses</u> \$220,000	<u>Expenses</u> \$15,000
Total              \$42,000	Total                \$220,000	Total                \$15,000

129-Historical Commission	119-Cable TV Advisory Committee
<u>Expenses</u> \$200	<u>Expenses</u> 0
Total                \$200	Total                  0

122-Selectmen/Town Manager	133-Finance Director	135-Accounting
Salaries      \$236,109	Salaries      \$90,500	Salaries      \$195,855
<u>Expenses</u> 15,330	<u>Expenses</u> 2,000	<u>Expenses</u> 7,980
Total            \$251,439	Total            \$92,500	Total            \$203,835

141-Assessors	145- Treasurer/Collector	152-Hum. Resources
Salaries      \$206,792	Salaries      \$281,087	Salaries      \$62,500
<u>Expenses</u> 21,540	<u>Expenses</u> 55,250	<u>Expenses</u> 4,450
Total            \$228,332	Total            \$336,337	Total            \$66,950

155-Information Systems	161-Town Clerk	162-Elections
Salaries      \$58,201	Salaries      \$108,202	Salaries      \$13,487
<u>Expenses</u> 154,189	<u>Expenses</u> 3,100	<u>Expenses</u> \$17,190
Total            \$212,390	Total            \$111,302	Total            \$30,677

171-Conservation Commission	175-Planning Board	<b>Total Gen. Government</b>
Salaries      \$106,606	Salaries      \$104,244	<b>Salaries    \$1,463,623</b>
<u>Expenses</u> 11,440	<u>Expenses</u> 11,520	<b>Expenses    585,939</b>
Total            \$118,046	Total            \$115,764	<b>Total        \$2,049,562</b>

And to meet said appropriation to raise and appropriate the sum of \$2,049,562.

**Motion carried**

**Article 5-Motion 2-Operating Budget-Public Safety** -Moved and seconded that the Town vote to appropriate the sum of \$5,796,564 for the Public Safety as follows:

210-Police	220-Fire	241-Inspectional Services
Salaries \$2,787,728	Salaries \$1,964,490	Salaries \$387,669
Expenses 194,884	Expenses 235,550	Expenses 24,400
Total \$2,982,612	Total \$2,200,040	Total \$412,069
295-Harbor/Coastal Mgt	<b>Total Public Safety</b>	
Salaries \$177,243	<b>Salaries \$5,317,130</b>	
Expenses 24,600	<b>Expenses 479,434</b>	
Total \$201,843	<b>Total \$5,796,564</b>	

And to meet said appropriation to raise and appropriate the sum of \$5,796,564.

**Motion carried**

**Article 5-Motion 3-Operating Budget-Public Works**-Moved and seconded that the Town vote to appropriate the sum of \$3,763,664 for the following:

192-Central Building Services	193-Buildings Maintenance	292-Animal Control
Salaries \$57,530	Expenses \$34,400	Salaries \$ 50,777
Expenses \$236,000	Total \$34,400	Expenses 10,150
Total \$293,530		Total \$60,927
194-Tarkiln Community Center	418-Central Fuel Depot	424-Street Lights
Expenses \$16,500	Expenses \$242,500	Expenses \$40,000
Total \$16,500	Total \$242,500	Total \$40,000
419-DPW Administration	421-Vehicle Maintenance	423-Snow and Ice
Salaries \$253,911	Salaries \$145,998	Salaries \$55,000
Expenses 31,350	Expenses 112,500	Expenses 94,200
Total \$285,261	Total \$258,498	Total \$149,200
422-Highway/Road Maintenance	431 Transfer Station	440-Sewer
Salaries \$425,090	Salaries \$205,342	Salaries \$14,900
Expenses 49,800	Expenses 537,200	Expenses 216,000
Total \$474,890	Total \$742,542	Total \$230,900
491-Cemetery	294-Lands & Natural Res.	<b>Total DPW</b>
Salaries \$353,148	Salaries \$360,648	<b>Salaries \$1,922,344</b>
Expenses 178,720	Expenses 42,000	<b>Expenses 1,841,320</b>
Total \$531,868	Total \$402,648	<b>Total \$3,763,664</b>

And to meet said appropriation transfer the sum of \$30,000 from the Cemetery Perpetual Care Fund, and raise and appropriate the sum of \$3,733,664. **Motion carried**

**Article 5 Motion-4-Operating Budget -Human Services**-Moved and seconded that the Town vote to appropriate the sum of \$509,519 for the following:

541-Council on Aging	
Salaries	\$284,808
Expenses	125,615
Total	\$410,423

543-Veterans Services	
Salaries	\$ 20,911
Expenses	77,985
Total	\$98,896

840-Ply. Cty. Coop.Ext	
Expenses	\$200
Total	\$200

<b>Total Human Services</b>	
<b>Salaries</b>	<b>\$305,719</b>
<b>Expenses</b>	<b>203,800</b>
<b>Total</b>	<b>\$509,519</b>

And to meet this appropriation raise and appropriate the sum of \$509,519. **Motion carried**

**Article 5-Motion 5-Operating Budget-Library and Recreation-** Moved and seconded that the Town vote to appropriate the sum of \$1,329,732 for the following:

610-Library	
Salaries	\$855,926
Expenses	306,460
Total	\$1,162,386

630-Recreation	
Salaries	\$140,626
Expenses	2,850
Total	\$143,476

633-Beach Life Guards	
Salaries	\$16,770
Expenses	600
Total	\$17,370

632-North Hill Golf Course	
Expenses	\$2,000
Total	\$ 2,000

692-Public Celebrations	
Expenses	\$4,500
Total	\$4,500

<b>Total Library and Recreation</b>	
<b>Salaries</b>	<b>\$1,013,322</b>
<b>Expenses</b>	<b>316,410</b>
<b>Total</b>	<b>\$1,329,732</b>

And to meet this appropriation raise and appropriate the sum of \$1,329,732. **Motion carried**

**Article 5-Motion 6-Operating Budget-Schools-**Moved and seconded that the Town vote to appropriate the sum of \$27,946,458 for the Duxbury Schools for the following:

Policy & Administration-	\$1,261,598
Regular Instruction-	15,176,233
Special Instruction-	5,244,601
Instructional Support-	2,556,507
Total Operational Ser.-	3,707,519
Total School Budget-	\$27,946,458

<b>Total Schools</b>	
<b>Salaries</b>	<b>\$21,146,072</b>
<b>Expenses</b>	<b>6,800,386</b>
<b>Total</b>	<b>\$27,946,458</b>

And to meet this appropriation to raise and appropriate the sum of \$27,946,458.  
**Motion carried**

**Article 5-Motion 7-Operating Budget-Shared Costs-**Moved and seconded that the Town vote to appropriate the sum of \$12,625,453 for Town and School Shared Services and to meet this



appropriation, transfer the sum of \$150,000 from the Pension Reserve Fund, and raise and appropriate the sum of \$12,475,453 for the following:

**Employee Benefits:**

916-Medicare	\$450,000
915-Life Insurance	13,000
914-Employee Health Insurance	6,900,000
911-Contributory Pensions	2,174,974
909-Non-Contributy Pensions	29,500
945-Unemployment Compensation	0
945-Workers Compensation	255,000
Sub-Total employment Benefits	\$9,822,474

**Other Shared Costs**

945-Fire, Liability, Insurance	\$277,800
132-Reserved Fund	100,000
Sub-total	\$377,800

**Debt Service Town & School**

710-Principal Payments	\$1,738,513
751-Interest on Bond Debt	646,666
752- Interest on Temporary Notes	20,000
753-Bond Expense	20,000
Sub-Total Debt	\$2,425,179

**Total Town/School Shared Costs \$12,625,453      Motion carried**

**Article 5-Motion 8-Operating Budget-Total Budget Summary-All Motions-**

Moved and seconded that the Town vote to appropriate the sum of \$54,020,952 as the Operating Budget of the Town for the Fiscal Year Beginning July 1, 2010, exclusive of the Water Enterprise and Percy Walker Pool Enterprise Budgets, for the purposes and in the amounts specified in the Motions previously voted under Article 5 of the warrant and to meet this appropriation raise and appropriate the sum of \$53,840,952 and transfer the sum of \$180,000 in accordance with the transfers voted in motions previously voted:

<u>Departments</u>	<u>Appropriation</u>	<u>Transfer</u>	<u>Raise</u>
General Government	\$2,049,562		\$2,049,562
Public Safety	\$5,796,564		\$5,796,564
Public Works	\$3,763,664	\$30,000	\$3,733,664
Human Services	\$509,519		\$509,519
Library & Recreation	\$1,329,732		\$1,329,732
Education	\$27,946,458		\$27,946,458
Shared Costs	\$12,625,453	\$150,000	\$12,475,453
<b>Totals</b>	<b>\$54,020,952</b>	<b>\$180,000</b>	<b>\$53,840,952</b>

**Motion carried**

**Article 5-Motion 9-Operating Budget-Water-Moved and seconded that the Town vote**

to appropriate the sum of \$2,609,305 as the Water Enterprise Budget, and to meet this appropriation, raise and appropriate the sum of \$2,509,305 from the User Fees, and to transfer the sum of \$100,000 from the Water Enterprise Fund retained earnings:

Operating	\$1,664,779	
Water Debt	944,526	
<b>Total</b>	<b>\$2,609,305</b>	<b>Motion carried</b>

**Article 5-Motion 10-Percy Walker Pool Enterprise Budget-**Moved and seconded that the Town vote to appropriate the sum of \$377,531 for the Percy Walker Pool Enterprise Budget and to raise and appropriate the sum of \$377,531 from User Fees:

Salaries	\$179,000	
Expenses	198,531	
<b>Total</b>	<b>\$377,531</b>	<b>Motion carried</b>

The meeting recessed from Noon and reconvened at 1:13pm.

**Article 6-Motion-1 Capital Requests-General Government-** Moved and seconded that the Town vote to appropriate the sum of \$40,373 for the following:

Assessing:

Ricoh MP 4000B Printer/Copier/Scanner	\$7,373
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Information Systems:

Building Floor Plan Integration with Pictometry	\$3,000
Technology Master Plan	\$30,000
<b>General Government Total</b>	<b>\$40,373</b>

And to meet said appropriation transfer the sum of \$40,373 from Free Cash, to be expended under the direction of the Town Manager. **Motion carried**

**Article 6-Motion 2-Capital Requests-Pubic Safety-**Moved and seconded that the Town vote to appropriate the sum of \$404,532 for the following:

Fire Department

Replace 2005 Ambulance	\$200,000
Replace Cardiac Monitors/Defibrillators (3)	50,000
Replace 1999 Deputy Chiefs' Vehicle	30,000
Turnout Gear Pants & Coats (5)	12,000
EMS Training Mannequin	5,000
Renovate Station 1 Bunkroom	10,000

Harbormaster

Replace 2001 Patrol Vehicle	\$31,666
Replace 2000 Ford Expedition	31,666
Telephone System Upgrade	4,200

Police Station Building Committee

Site Feasibility Study & Testing	\$30,000
<b>Public Safety Total</b>	<b>\$404,532</b>

And to meet said appropriation to transfer the sum of \$404,532 from Free Cash, to be expended under the direction of the Town Manager. **Motion carried**

**Article 6-Motion 3-Capital Request-Department of Public Works-** Moved and seconded that the Town vote to appropriate the sum of \$445,367 for the following:

Central Building Services

Town Hall Office Reconfiguration	\$5,065
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Land and Natural Resources

Replace 1998 Bucket Truck H-23	\$175,000
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Highway

Replace 2001 JCB Backhoe H-9	\$153,000
10 foot Power Angle Plow	15,202

Transfer Station

Replace Fencing	\$17,100
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Cemetery

Reline Crematory Retorts (2)	\$80,000
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<b>Total Department of Public Works</b>	<b>\$445,367</b>
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And to meet this appropriation to transfer \$445,367 from Free Cash, to be expended under the direction of the Town Manager. **Motion carried**

**Article 6-Motion 4- Capital Requests-Library & Recreation-**Moved and seconded that the Town vote to appropriate the sum of \$6,900 for Library & Recreation for the following:

Library

Carpet Replacement	\$2,600
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Recreation

Telephone System Upgrade	\$4,300
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<b>Total Library &amp; Recreation</b>	<b>\$6,900</b>
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And to meet this appropriation to transfer the sum of \$6,900 from Free Cash, to be expended under the direction of the Town Manager. **Motion carried**

**Article 6-Motion 5-Capital Requests-Schools-**Moved and seconded that the Town vote to appropriate the sum of \$250,000 for the following:

Information Technology

Network Upgrades-System Wide	\$10,000
Mobile Class Computer System-System Wide	30,000
Replace Printers-System Wide	13,000
Replace Computers-System Wide	110,000
Projectors-System Wide	38,500
Wireless Technology Phase II-DHS	10,000

Other Capital Items

Carpet Replacement	\$24,000
Classroom Furniture	6,500
White Marker Boards	8,000

<b>School Department Total</b>	<b>\$250,000</b>
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And to meet this appropriation to transfer from Free Cash the sum of \$250,000, to be expended under the direction of the School Committee. **Motion carried**

**Article 6-Motion 6-Capital Requests-Water-Moved** and seconded that the Town vote to appropriate the sum of \$174,000 for the following:

<u>Water Enterprise Fund</u>	
Water System Master Plan Update	\$50,000
Replace 2002 S-10 Pickup	24,000
PCE Main Pipe Replacement	100,000
Total Water Enterprise Fund Total	\$174,000

And to meet this appropriation to transfer the sum of \$174,000 from Water Department Retained Earnings, to be expended under the direction of the Town Manager.

**Motion carried**

**Article 7- Personnel Plan-Moved** and seconded that the Town vote to amend the Town Personnel Bylaw, originally accepted March 12,1955 and last amended March 14, 2009 by incorporating the changes shown on the handout entitled:

"Recommended Changes to the Town Personnel Bylaw," a copy of which is on file in the Town Clerk's Office, and to appropriate the sum of \$50,000 for the purposes of this article and to meet this appropriation to raise and appropriate the sum of \$50,000.

(See Appendix A) **Motion carried**

**Article 8-Union Contracts-Moved**, seconded and carried to indefinitely postpone this article. (Some contracts settled in the Special Town Meeting and some yet to be settled.)

**Article 9-Rescind Debt-Moved**, seconded and carried to indefinitely postpone this article.

**Article 10- Motion 1-Council on Aging Revolving Fund-Moved** and seconded that the Town vote to re-authorize a Revolving Fund under MGL Chapter 44, Section 53E-1/2 to allow the Council on Aging to be credited with all fees and charges received from Senior Center Programs, and to authorize the expenditure of an amount not to exceed \$70,000 from said Revolving Fund to be expended under the direction of the Council-On-Aging Director for Senior Programs. **Motion carried**

**Article 10-Motion 2-GIS Revolving Fund-Moved** and seconded that the Town vote to re-authorize a Revolving Fund under MGL Chapter 44, Section 53E-1/2 to allow the Geographic Information Systems Committee to be credited with all fees and charges received from the provision of GIS services and to authorize the expenditure in an amount not to exceed \$6,000 from said Revolving Fund to be expended under the direction of the Town Manager, for GIS Program Development. **Motion carried**

**Article 10-Motion 3-Revolving Fund Jaycox Tree Farm-Moved** and seconded that the Town vote to re-authorize a Revolving Fund Under MGL Chapter 44, Section 53E-1/2 to allow the Conservation Commission to set all fees and to be credited with all fees and charges received from the operation of the Jaycox Christmas Tree Farm and to authorize the expenditure in an amount not to exceed \$20,000 from said Revolving Fund to be expended under the direction of the Conservation Administrator for supplies and any needs of the Jaycox Christmas Tree Farm. **Motion carried**

**Article 11-Duxbury Beach Lease-2/3 vote required-Moved** and seconded that the Town vote to raise the sum of \$400,000 to be expended under the direction of the Town Manager for the

purpose of leasing Duxbury Beach, being that portion of land in the Towns of Duxbury and Plymouth owned by the Duxbury Beach Reservation, Inc. South of a line running approximately East to West along the Northerly edge of the Northerly Parking area, at the East end of the Powder Point Bridge (subject to the Migratory Shorebird Refuge at High Pines and excluding the land at High Pines leased to a third party) and to authorize the Board of Selectmen to execute a lease in the name and on behalf of the Town for the period beginning July 1, 2010 and ending June 30, 2011 on such terms as may be approved by the Board of Selectmen. **2/3 vote required-Motion received the requisite 2/3 vote called by the Moderator and carried**

**Article 12-Fourth of July Parade**-Moved and seconded that the Town vote to appropriate the sum of \$10,000 to fund the Town of Duxbury's Fourth of July Parade and Ceremony, and to meet this appropriation, transfer the sum of \$10,000 from Free Cash. **Motion carried**

**Article 13-Housing Allocation Plan**-Moved and seconded that the Town will vote to adopt the Allocations of the Resources of the Duxbury Affordable Housing Trust Fund for Fiscal Year 2011 in accordance with the provisions of Chapter 112 of the Acts of 2005. The provisions of this Allocation Plan are as follows:

A. First Time Homeownership Program

1. Provide gifts, grants, or subsidies to assist low income homebuyers to purchase a home in the town of Duxbury.
2. Purchase rights of first refusal to acquire existing dwelling units for sale to low income households.

B. Conversion of Existing Properties

1. Acquire and rehabilitate or redevelop existing residential units for purchase or rental by low income homebuyers or tenants.
2. Acquire, redevelop or convert existing non-residential structures for low income housing purchasers or tenants.

C. Develop New Affordable Housing Units

1. Acquire and/or construct new residential units for purchase or rental by low income home buyers or tenants.

**Motion carried**

**Article 14-Crematory/Cemetery Office Facility**-2/3 vote required-Borrowing-Moved and seconded that the Town vote to appropriate the sum of \$2,600,000 for architectural, engineering, and design services to prepare contact bid documents and to construct and furnish a new Crematory/Cemetery Office Facility to be located on a portion of Parcel 140-501-019 off of Tremont Street, as shown on a Plan on file with the Town Clerk, and to meet said appropriation to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$2,600,000 under Chapter 44 of the General Laws or any other enabling authority, and to authorize the Town Manager to accept any gifts or grants for such project, said appropriation to be expended under the direction of the Town Manger, and said appropriation to be contingent upon approval by Town voters of a Ballot Question, said question to ask voters at an election to allow the Town to exempt from the Provisions of Proposition 2-1/2 so called, the amounts required to pay for the principal and interest on the bonds or notes to be issued for said purposes. **2/3 vote required-Received the requisite 2/3 vote called by the Moderator and carried.**

**Article 15-Fire Station Design**—2/3 vote required-Borrowing-Moved and seconded that the Town vote to appropriate the sum of \$292,000 for architectural, engineering, and design

services to prepare contract bid documents for rehabilitation of the Fire Department Headquarters building on Parcel 150-503-040 on Tremont Street, and to meet said appropriation to authorize the Treasurer, with approval of the Board of Selectmen, to borrow the sum of \$292,000 under Chapter 44 of the General Laws or any other enabling authority, and to authorize the Town Manager to accept any gifts or grants for such project, said appropriation to be expended under the direction of the Town Manager, and said appropriation to be contingent upon approval by Town voters of a Ballot Question at an election said ballot to ask voters to allow the Town to exempt from the provisions of Proposition 2-1/2 so called, the amounts required to pay for the principal and interest on the bonds or notes to be issued for said purposes. **2/3 vote required. Received the requisite 2/3 vote called by the Moderator and carried**

**Article 16-Zoning Open Space**-Moved, seconded and carried to indefinitely postpone.

**Article 17-Zoning Article-Green Communities**-Moved and seconded that the Town vote to amend the Protective Bylaw section 421.3.7 to add the words 'renewable and alternative energy research and development' as follows:

421: Neighborhood Business District 1: Use and Regulation

"421.3.7: Professional office for dental, architectural, engineering, renewable and alternative energy research and development, legal, medical, and other similar recognized professions; medical and dental clinics, including retail uses accessory thereto providing no more than twenty-five percent of the rentable floor space in a principal building exclusive of all storage areas is used therefor."

And, to vote to amend the Protective Bylaw section 302 Definitions by inserting alphabetically the following definition:

302 DEFINITIONS

Research and Development

Administrative research, development, and testing facilities that do not involve the manufacture, fabrication, processing, or sale of products. Such uses shall not violate any odor, dust, smoke, gas, noise, radiation, vibration, or similar pollution standards.,

A report was given by the Planning Board.

A hearing was held on Jan. 11, 2010

**2/3 vote required -received the requisite 2/3 vote and passed called by the Moderator.**

Voted on Saturday, March 13, 2010

The meeting was recessed at 3:50pm to allow the assembly to attend a Memorial service for David Cutler.

The meeting reconvened at 7:30pm on Monday, March 15, 2010

**Article 18- Zoning Article-Wind Facilities**-Moved and seconded that the Town will vote to amend the Protective Bylaw by adding a new Section 616 entitled "Community-Scale Wind Facilities":

616 COMMUNITY-SCALE WIND FACILITIES

616.1 Purpose and Applicability



The purpose of this section is to provide by special permit for the construction and operation of Community-Scale Wind Facilities, to generate power for use at municipally owned facilities and to provide standards for the placement, design, construction, monitoring, modification and removal of such Community-Scale Wind Facilities that address public safety, minimize impacts on scenic, natural and historic resources of the Town of Duxbury and to provide adequate financial assurance for operating and decommissioning such Community-Scale Wind Facilities.

This section applies to all Community-Scale Wind Facilities proposed to be constructed after the effective date of this section. It shall apply to any size turbines, regardless of rated nameplate capacity. Any new Community-Scale Wind Facility or physical modifications to existing Community-Scale Wind Facilities that materially alters the type or increases the size of such facilities or other equipment shall require a special permit processed in accordance with this section.

Community-Scale Wind Facilities shall be constructed only in the Publicly Owned Land Overlay District (POLOD) and exclusive of the Dunes Protection District and the Wetlands Protection Overlay District.

## 616.2 Definitions

*Community-Scale Wind Facility:* A Community-Scale Wind Facility is a Wind Facility where the primary use of the facility is to generate electrical power for use by the Town, inclusive of all equipment, machinery and structures utilized in connection with the conversion of wind energy to electricity. This includes, but is not limited to, transmission, storage, collection and supply equipment, substations, transformers, service and access roads, and one or more Wind Facility.

*Height:* When referring to a Community-Scale Wind Facility, the height of a Wind Facility will be measured from natural grade to the tip of the rotor blade at its highest point.

*Nacelle:* The housing around the electrical generator and other systems such as gearboxes and blade controls on a wind turbine. The rotor blades are typically connected to the nacelle.

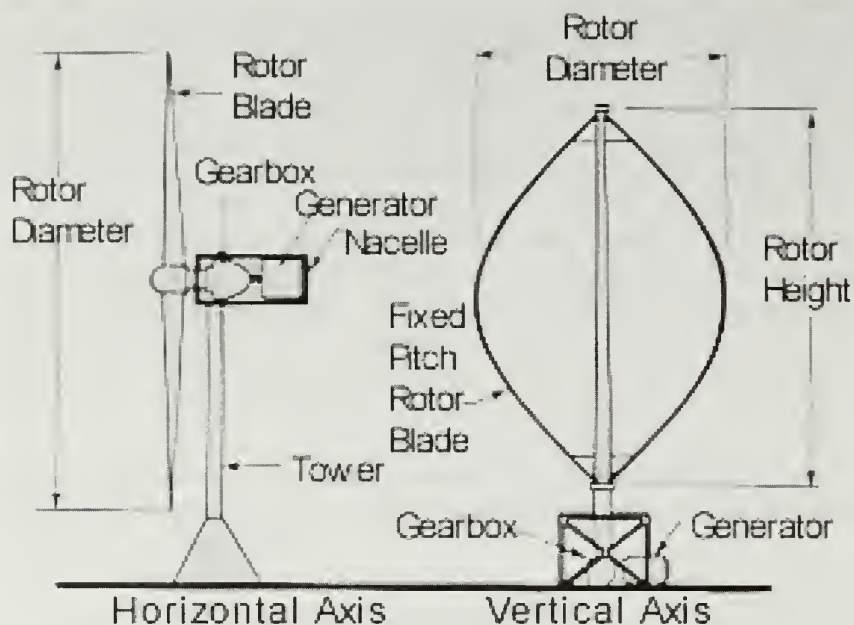
*Rated Nameplate Capacity:* The maximum rated output of electric power production equipment. This output is typically specified by the manufacturer with a "nameplate" on the equipment.

*Setback:* The distance from the base of the Community-Scale Wind Facility tower, measured from the centerline of the Community-Scale Wind Facility tower, to the nearest property line.

*Special Permit Granting Authority:* The Special Permit Granting Authority shall be the Planning Board.

*Wind Monitoring or Meteorological Tower:* A temporary tower (Met. Tower) equipped with devices to measure wind speeds and direction used to determine how much wind power a site can be expected to generate.

*Wind Facility:* A wind turbine device that converts kinetic wind energy into rotational energy that drives an electrical generator. A Wind Facility typically consists of a tower, nacelle body at the top of the tower, and a rotor with two or more blades, also known as a Horizontal- Axis Wind Turbine configuration. However, a Wind Facility could also consist of a Vertical-Axis Wind Turbine configuration. (Refer to Wind Turbine Configurations diagram 616.2a below.)



*Wind Turbine Configurations*

Diagram 616.2a

### 616.3 Permitting

1) *Special Permit Granting Authority.* No Community-Scale Wind Facility shall be erected, constructed, installed or modified as provided in this section without first obtaining a special permit from the Special Permit Granting Authority (a "Special Permit"). The construction of a Community-Scale Wind Facility shall comply with all requirements set forth in sections 616.3, 616.4, 616.5 and 616.6. All such Community-Scale Wind Facilities shall be constructed and operated in a manner that minimizes any adverse visual, safety, and environmental impacts. A Special Permit may be granted if the Special Permit Granting Authority finds that:

- (a) the specific site is an appropriate and approved location for such use;
- (b) the use is not expected to adversely affect the neighborhood;
- (c) there is not expected to be any appreciable hazard to pedestrians, vehicles or wildlife from the use;
- (d) adequate and appropriate infrastructure will be provided for the proper and safe operation of the Community-Scale Wind Facility; and
- (e) the requirements of section 616.3-616.10 are complied with in all respects;

Temporary erection of Wind Monitoring or Meteorological Towers shall also be required to be permitted as a temporary structure subject to issuance of a building permit for a temporary structure for not more than eighteen months. Wind Monitoring or Meteorological Towers shall comply with the minimum height, setback, lighting and signage requirements as set forth in section 616.4.

2) *Compliance with Laws, Ordinances and Regulations.* The construction and operation of all such proposed Community-Scale Wind Facilities shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, environmental, electrical, communications and aviation requirements.

3) *Proof of Liability Insurance.* The applicant and all appropriate contractors shall provide evidence of liability insurance in an amount and for a duration sufficient to cover loss or damage to persons and structures occasioned by the failure of the facility or reasonably foreseeable events thereat.

4) *Site Control.* At the time of its application for a Special Permit, the applicant shall submit documentation of actual or prospective control of the project site sufficient to allow for installation and use of the proposed facility. Documentation shall also include proof of control over setback areas and access roads, if required.

5) *Contact Data.* The applicant or Community-Scale Wind Facility permit holder shall maintain a phone number, email address, and physical address (all to be posted at the facility) and identify a responsible individual person for the public to contact with inquiries and complaints throughout the life of the project. Such persons shall be accessible at all times during normal business hours and for emergencies on a 24 hour a day, every day basis. The Special Permit shall specify the requirements for a contact person(s).

#### 616.4 Certain Specific Requirements

1) *Height - Community-Scale Wind Facilities and or Monitoring or Meteorological Towers* shall be no higher than 250 feet above the current grade of the land.

2) *Setbacks - Community-Scale Wind Facilities and or Monitoring or Meteorological Towers* shall be set back a minimum distance equal to 1.1 times the overall height of the Wind Facility from the nearest property line and private or public way and a minimum distance equal to 2 times the overall height of the Wind Facility from the nearest existing residential or commercial structure not owned by the applicant seeking to permit the Community-Scale Wind Facility and or Wind Monitoring or Meteorological Towers. The setback zone for Community-Scale Wind Facilities and or Wind Monitoring or Meteorological Towers can fall within the limits of Wetlands Protection Overlay and the Flood Hazard Overlay Districts.

3) *Color and Finish -* The Special Permit Granting Authority shall have discretion over the color of the Community-Scale Wind Facility, although a neutral, non-reflective exterior color designed to blend with the surrounding environment is encouraged.

4) *Lighting and Signage -* No lighting shall be permitted on Community-Scale Wind Facilities and or Monitoring or Meteorological Towers other than lighting required by the Federal Aviation Administration (FAA). Lighting of other parts of the Community-Scale Wind Facility and or Monitoring or Meteorological Towers, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Unless good cause is shown for an exemption, signs on the Community-Scale Wind Facility and or Monitoring or Meteorological Towers shall comply with the requirements of Duxbury's sign regulations, and shall be limited to:

(a) Those necessary to identify the owner, provide a 24-hour emergency contact phone number, and warn of any danger, whether inherent or perceived.



(b) Educational signs providing information about the facility and the benefits of renewable energy.

Community-Scale Wind Facilities shall not be used for displaying any advertising or signage.

5) *Utility Connections* - Utility connections from the Community-Scale Wind Facility to the utilities power grid shall be located underground. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

6) *Appurtenant Structures* - All appurtenant structures to such Community-Scale Wind Facilities shall be subject to reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements. All such appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other and shall be contained within the Wind Facility tower whenever technically and economically feasible. Structures shall only be used for housing of equipment for this particular site. Whenever feasible, structures shall be shielded from view by vegetation or fencing and or located in an underground vault and joined or clustered to avoid adverse visual impacts.

7) *Support Towers* - Monopole towers are the preferred type of support for Community-Scale Wind Facilities, and shall be used unless good cause is shown that a substantial economic hardship or safety consideration merits an alternative.

#### 616.5 Emergency Services

The applicant shall provide a copy of the project summary and site plan to the local emergency services entity, as designated by the Special Permit Granting Authority. Upon request, the applicant shall cooperate with local emergency services in developing an emergency response plan. Wind turbines or other structures part of a Community-Scale Wind Facility shall be designed to prevent unauthorized access.

#### 616.6 Specific Environmental Considerations

1) *Shadow/Flicker* - Community-Scale Wind Facilities shall be sited in a manner that minimizes shadowing or flicker impacts caused by motion of the rotor blades as they pass in front of the sun. The applicant has the burden of proving that this effect does not have significant adverse impact on neighboring or adjacent uses through either siting or mitigation. It is acknowledged that a degree of shadow/flicker effect results from any wind turbine, and that the existence of some "shadow flicker" alone shall not be cause for the refusal to permit a Community-Scale Wind Facility.

2) *Noise* - The Community-Scale Wind Facility and associated equipment shall conform with the provisions of the Department of Environmental Protection's, Division of Air Quality Noise Regulations (310 CMR 7.10), unless the Department agrees that those provisions shall not be applicable. A source of sound will be considered to be violating these regulations if the source:

(a) Increases the broadband sound level by more than 10 dB(A) above ambient level, or

(b) Produces a "pure tone" condition – when an octave band center frequency sound pressure level exceeds the two adjacent center frequency sound pressure levels by 3 decibels or more.

These criteria are measured both at the property line and at the nearest inhabited residence. Ambient is defined as the background A-weighted sound level that is exceeded 90% of the time



measured during equipment hours. The ambient may also be established by other means with consent from the Department of Environmental Protection (DEP). An analysis prepared by a qualified engineer shall be presented to demonstrate compliance with these noise standards.

3) *Land Clearing, Soil Erosion and Habitat Impacts* - Clearing of natural vegetation shall be limited to that which is reasonably necessary for the construction, operation and maintenance of the Community-Scale Wind Facility and is otherwise prescribed by applicable laws, regulations, and ordinances. Community-Scale Wind Facilities shall be designed to minimize land clearing and fragmentation of open space areas.

#### 616.7 Facility Conditions

The applicant shall maintain the Community-Scale Wind Facility in good condition and as a condition for the permit, shall submit with the application a plan for maintaining the Community-Scale Wind Facility in accordance herewith. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief and Emergency Medical Services. The project owner shall be responsible for the cost of maintaining the Community-Scale Wind Facility and any access road, unless accepted as a public way, and the cost of repairing any damage occurring as a result of operation and construction. All material modifications to a Community-Scale Wind Facility made after issuance of the special permit shall require approval by the Special Permit Granting Authority as provided in this section.

#### 616.8 Removal

1) *Removal Requirements* - Any Community-Scale Wind Facility, Wind Monitoring or Meteorological Tower which has reached the end of its useful life, permit term or has been abandoned shall be removed by the facility owner. When the Community-Scale Wind Facility, Wind Monitoring or Meteorological Tower is scheduled to be decommissioned, the applicant shall notify the Special Permit Granting Authority by certified mail of the proposed date of discontinued operations and plans for removal. The owner/operator shall physically remove the Community-Scale Wind Facility, Wind Monitoring or Meteorological Tower no more than 150 days after the date of discontinued operations. At the time of removal, the Community-Scale Wind Facility, Wind Monitoring or Meteorological Tower site shall be restored to the state it was in before the facility was constructed, or to other less stringent restorative conditions approved by the Special Permit Granting Authority. More specifically, decommissioning shall include provision for:

(a) Physical removal of all wind turbines, Wind Monitoring or Meteorological Tower structures, equipment, security barriers and transmission lines from the site.

(b) Disposal of all solid and hazardous waste in accordance with local and state waste disposal regulations.

(c) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Special Permit Granting Authority may allow the owner to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

2) *Abandonment* - Absent notice of a proposed date of decommissioning, the Community-Scale Wind Facility shall be considered abandoned when the facility fails to operate for more than one year without the written consent of the Special Permit Granting Authority. The Special Permit Granting Authority shall determine in its sole discretion what proportion of the facility is inoperable for the facility to be considered abandoned. If the applicant fails to remove the Community-Scale Wind Facility in accordance with the requirements of this section within 150

days of abandonment or the proposed date of decommissioning, the Town shall have the authority to enter the property and physically remove the facility and be indemnified for the costs and all other liabilities associated with the removal.

3) *Surety*- A performance bond equal to the removal cost of the proposed wind facility and restoration of the site may be required as a condition of approval, such bond to be submitted to the Zoning Enforcement Officer prior to issuance of a building permit, and held by the Treasurer.

#### 616.9 Duration

A special permit issued for a Community-Scale Wind Facility shall be valid for the projected useful life of the facilities as determined by the Special Permit Granting Authority based on submissions of the applicant, but in any case not more than 25 years, unless extended or renewed. The time period may be extended or the permit renewed by the Special Permit Granting Authority upon satisfactory operation of the facility. Request for renewal must be submitted at least 180 days prior to the expiration date of the Special Permit. Submitting a renewal request shall allow for continued operation of the facility until the Special Permit Granting Authority acts. At the end of that period (including extensions and renewals), the Community-Scale Wind Facility shall be removed as required by this section.

#### 616.10 Application Procedures

1) *General* - The application for a Community-Scale Wind Facility shall be filed in accordance with section 906 of this Bylaw and the rules and regulations of the Special Permit Granting Authority concerning special permits as the same maybe revised from time to time, including such revisions and requirements as may be imposed that are consistent with this section and including the items set forth below. Each application for a Special Permit shall be filed by the applicant with the Duxbury Town Clerk pursuant to Massachusetts General Laws.

2) *Required Compliance Documents* - The applicant shall provide the Special Permit Granting Authority with seven copies of the application and all required exhibits. All plans and maps shall be prepared, stamped and signed by a professional engineer or surveyor licensed to practice in the Commonwealth of Massachusetts. Included in the application shall be:

(a) Name, address, phone number and signature of the applicant, as well as all co -applicants or property owners, if any;

(b) The name, contact information and signature of any agents representing the applicant;

(c) A textual description of the project, including the names of all contractors and control persons and a consent to the publications of such description in the local newspaper;

(d) Documentation of the legal right to use the Community-Scale Wind Facility site; and

(e) Detailed architectural and structural plans of the proposed Community-Scale Wind Facility including foundation plans and structural calculations.

(f) Proof of liability insurance that satisfies section 616.3.3;

(g) Certification of height approval from the FAA,

(h) A statement that satisfies section 616.6.2, listing existing and maximum projected noise levels from the Community-Scale Wind Facility,

3) *Siting and Design* – Unless otherwise waived by the Special Permit Granting Authority, the applicant shall provide the Special Permit Granting Authority with a description of the property which shall include:

(a) Copy of a portion of the most recent USGS Quadrangle Map, at a scale of 1:25,000, showing the proposed facility site, including turbine sites, and the area within at least two miles from the facility. Zoning district designation for the subject parcel and surrounding parcels shall be included.

(b) A one inch equals 40 feet site plan of the proposed Community-Scale Wind Facility site, with contour intervals of no more than two (2) feet, showing the following:

(i). Property lines for the subject parcel and adjacent parcels within 500 feet;

(ii) Outline of all existing buildings, including purpose (e.g. residence, garage, etc.) on subject parcel and all adjacent parcels within 500 feet. Include distances from the Community-Scale Wind Facility to each building shown;

(iii) Location of all roads, public and private on the site parcel and adjacent parcels within 500 feet, and proposed roads or driveways, either temporary or permanent, including any associated drainage facilities;

(iv) Existing areas of tree cover, including average height of trees, on the site parcel and adjacent parcels within 500 feet;

(v) Proposed location and design of Community-Scale Wind Facility, including all turbines, ground equipment, appurtenant structures, transmission infrastructure, access, fencing, exterior lighting, etc; and

(vi) Location of viewpoints referenced below in 616.10.4 of this section.

4) *Visualizations* - The Special Permit Granting Authority shall select between three and six sight lines, including from the nearest building with a view of the Community-Scale Wind Facility, for pre-and post-construction view representations. Sites for the view representations shall be selected from populated areas or public ways within a 2-mile radius of the Community-Scale Wind Facility. View representations shall have the following characteristics:

(a) View representations shall be in color and shall include actual pre-construction photographs and accurate post-construction simulations of the height and breadth of the Community-Scale Wind Facility (e.g. superimpositions of the Community-Scale Wind Facility onto photographs of existing views); and

(b) All view representations will include existing, or proposed, buildings or tree coverage.

5) *Landscape Plan* - The applicant shall submit a landscape plan indicating all proposed changes to the landscape of the site, including temporary or permanent roads or driveways, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures. Lighting, other than required by the FAA, shall be designed to minimize glare onto abutting properties and be directed downward with full cut-off fixtures to reduce light pollution.

6) *Development, Operation and Maintenance Plan* - The applicant shall submit a plan for the development of the Community-Scale Wind Facility (including the specifications for the Community-Scale Wind Facility and the development timeline and process from ground



breaking to commissioning), as well as a plan for maintenance of access roads and storm water controls, and general procedures for operational maintenance of the Community-Scale Wind Facility.

7) *Independent Consultants* - Upon submission of an application for a Special Permit, the Special Permit Granting Authority will be authorized to hire outside consultants pursuant to Massachusetts General Laws. The applicant shall be required to pay all reasonable costs associated with the consultant reviews required by the Special Permit Granting Authority. Such costs shall be pre-paid by the applicant per the rules and regulations of the Special Permit Granting Authority.

#### 616.11 RIGHT OF APPEAL

Any person aggrieved by the decision of the Special Permit Granting Authority may take an appeal to the courts in accordance with Massachusetts General Laws.

Moved and seconded that the Town vote to amend Section 616 in the following sections:

1. Section 616.2-Special Permit Granting Authority was changed from Zoning Board of Appeals to the Planning Board

2. Section 616.3-1)Special Permit Granting Authority last sentence of the first paragraph A Special Permit may be granted if the Special Permit Granting Authority finds that: Shall was changed to may.

3) 616.3-1(e)-the requirements of section 616.3-616.10 are complied with in all respects. The change removed and replaced this sequence.616.4, 616.5 and 616.6 with the above. Amendment passed.

4) 616.8 (3)-Surety-A performance bond equal to the removal costs of the proposed wind facility and restoration of the site may be required as a condition of approval, such bond to be submitted to the Zoning Enforcement Officer prior to issuance of a building permit, and held by the Town Treasurer.

All amendments are included in the complete text above.

A report was given by the Planning Board

A hearing was held on Jan. 11, 2010

**2/3 vote required-Received the requisite 2/3 vote called by the Moderator. Voted at the Monday, March 15<sup>th</sup> session**

**Article 19-Zoning Article-Site Plan Review**-Moved and seconded that Town will vote to amend the Duxbury Protective Bylaw, Section 615.1 as follows:

#### 615.1 Purpose

*The purpose of this bylaw is to promote functional and aesthetic design, construction, and maintenance of certain developments and to minimize any harmful effects on surrounding areas. Such developments include but are not limited to certain multi-family residential, non-residential or mixed use activities, business and professional offices, government activities, commercial establishments, not-for-profit facilities, medical-service facilities, and public recreational facilities, together with their associated outdoor areas for vehicular movement and parking. Owing to their physical characteristic and the nature of their operations, such developments may affect*



neighboring properties and adjacent sidewalks and streets. Religious and educational facilities shall be exempt from the provisions of this bylaw.

The provisions of this section are designed to assure that all development activities regulated by this Bylaw will be carried out so as to provide for and maintain:

1. Protection of neighboring properties against harmful effects of uses on the development site
2. Convenient and safe access for fire-fighting and emergency rescue vehicles within the development site and in relation to adjacent streets;
3. Convenience and safety of vehicular and pedestrian movement within the development site and in relation to adjacent streets, properties or improvements;
4. Satisfactory methods for drainage of surface water to and from the development site;
5. Satisfactory methods for storage, handling, and disposal of wastewater, refuse, and other wastes resulting from the normal operations of the establishment(s) on the development site;
6. Convenience and safety of off-street loading and unloading of vehicles, goods, products, materials and equipment incidental to the normal operation of the establishment(s) on the development site; and
7. Harmonious relationships to the terrain and to existing buildings in the vicinity of the development site.

The following amendment was voted at the Jan. 11, 2010 public hearing with the amendment to be presented at Town Meeting floor:

To add as the last sentence of the first paragraph of Section 615.1; "Religious and educational facilities shall be exempt from the provisions of this section of the bylaw."

The Planning Board held a hearing on Jan. 11, 2010

The Planning Board read a report.

**2/3 vote required-Received the requisite 2/3 vote and passed by the Moderator**

**Article 20-Penalty For Conservation Violations**-Moved and seconded that the Town vote to amend Chapter 9.1.10 of the Duxbury General Bylaws

"Non-criminal Disposition – In addition to the procedure of enforcement as described above, the provisions of this Bylaw may also be enforced by the Conservation Commission or its agent, by non-criminal complaint pursuant to the provisions of MGL, c. 40, s 21D. The penalty for violation of any provision of this Bylaw shall be \$300.00 for the first offense; and each subsequent offense. Each provision of the chapter, regulations or permit violation that is violated shall constitute a separate offense."

Voted at the Monday, March 15, 2010 session.

**Motion Carried.**

**Article 21-CPC-Operating Fund**-Moved and seconded that the Town vote, upon recommendation of the Community Preservation Committee, to raise and appropriate the sum of \$76,405 in accordance with Massachusetts General Laws, Chapter 44B, for

expenses and charges for the operation of the Community Preservation Committee, all for the Fiscal Year beginning July 1, 2010 and ending June 30, 2011, said funds to be expended under the direction of the Town Manager. **Motion carried**

**Article 22-CPC Allocations**-Moved and seconded that the Town vote to raise and appropriate, upon recommendation of the Community Preservation Committee, the sum of \$458,430 for the purpose of meeting the requirements of the Community Preservation Act, MGL Chapter 44B, Section 6, for the purposes of Open Space, Community Housing (Affordable) and Historic Resources (Preservation). **Motion carried**

**Article 23-CPC-First Parish Church**-2/3 vote required (due to permanent restriction)-Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$55,000 for the Historic Preservation of the First Parish Church, located on Tremont Street, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$55,000 from the Historic Resources Reserve of the Community Preservation Fund, said funds to be expended the direction of the Town Manager, and further to authorize the Board of Selectmen to enter into a Permanent Preservation Restriction, pursuant to the Massachusetts General Laws Chapter 44B, Section 12 and Chapter 184, Section 31, on terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town. **2/3 vote required. Yes-151 and No-37 Motion carried**

**Article 24-CPC-Isaac Keene Barn**- 2/3 vote required (due to permanent restriction) -Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$90,000 for the Historic Preservation of the Isaac Keene Barn, located on Keene Street, including costs related thereto, and to meet said appropriation, to transfer the sum of \$90,000 from the Historic Resources Reserve of the Community Preservation Fund, said funds to be expended under the direction of the Town Manager, and further to authorize the Board of Selectmen to enter into a Permanent Preservation Restriction, pursuant to the Massachusetts General Laws Chapter 44B Section 12, and Chapter 184, Section 31 on terms and conditions deemed to be in the best interest of the Town. **2/3 vote required. Yes-125 and No-52 Motion carried**

**Article 25-CPC-Survey of Historic Properties**-Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$55,000 to continue a survey of Historic properties, and to meet said appropriation, to transfer the sum of \$55,000 from the Historic Resources Reserve of the Community Preservation Fund, said funds to be expended under the direction of the Town Manager. **Motion carried**

**Article 26-CPC-Land Purchase on Congress Street-(Open Space and/or Water Supply)**-Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$185,000 to acquire by purchase and/or eminent domain, for Open Space and/or Water Supply purposes, approximately 60 acres in area, shown on a plan of land on file at the office of the Town Clerk, and for costs related thereto, and to authorize the Board of Selectmen



to solicit grants or receive gifts for said purchase and to meet said appropriation, to transfer the sum of \$185,000 from the Open Space Reserves of the Community Preservation Fund, and further to authorize the Town Manager to expend said sums of money from the Community Preservation Fund for the purposes of this Article, and further to authorize the Board of Selectmen to enter into a Permanent Conservation and/or Watershed Preservation Restriction, pursuant to the Massachusetts General Laws Chapter 44B, Section 12 and Chapter 184, Section 31, on the terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town.  
2/3 vote required.

**A motion "for the previous question"- a 2/3 vote required- received the requisite 2/3 vote called by the Moderator and carried.**

**Main motion received the requisite 2/3 vote called by the Moderator and carried.**

**Article 27-Land Purchase on Kingstown Way for Affordable Housing-Moved,** seconded and voted that this article be indefinitely postponed.

**Article 28 CPC-Affordable Housing (Grange)-** 2/3 vote required (due to permanent restriction)-Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$150,000 for the purpose of plans and specifications, exterior Historical Restoration and development costs of two affordable housing units on land at 153 and 159 Franklin Street, including costs related thereto, identified as Parcels 120-512-006 and 120-503-007 on the Duxbury Assessors' Maps as shown on a Plan of Land on file with the Town Clerk, and to authorize the Board of Selectmen to solicit grants or receive gifts for said purposes and to meet said appropriation to transfer the sum of \$150,000 from the Community Housing Reserves of the Community Preservation Fund, and further to authorize the Town Manager to expend said sums of money from the Community Preservation Fund for the purposes of this Article, and further to authorize the Board of Selectmen to enter into a Permanent Affordable Housing Restriction, pursuant to the Massachusetts General Laws Chapter 44B, Section 12 and Chapter 184, Section 31, on terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town. **2/3 vote required-Received the requisite vote called by the Moderator and carried**

**Article 29- Increase Number of Selectmen from to Three to Five (Citizen's Petition)-** Moved and seconded that the Town vote to increase the number of Selectmen from three to five.

2/3 vote required-A motion to "move the previous question" and end debate failed.

**Called by the Moderator did not reach the requisite 2/3 vote. Debate continued.**

**Main motion failed.**

**Article 30-Recall Elections-Moved** and seconded that the Town vote to amend the General Bylaws by adding a new Chapter 3.12 entitled, "An Act providing for Recall Elections in the Town of Duxbury. **Motion failed. Yes-65 and No -78**

**Article 31- Water Resolution-Moved** and seconded that the Town vote to adopt the Resolution pertaining to Water. **Motion failed. Yes-62 and No- 67**

**Article 32-Pilgrim Station Monitoring**-Moved and seconded the Town approve the following: The Town of Duxbury advocates that Pilgrim Nuclear Power Station's Buried Pipes and Tanks Inspection and Monitoring Program be required to consist of: a more robust inspection system; cathodic protection; a base line inspection prior to any license extension; and an effective monitoring wells program that adheres to well-established protocols for proper design of monitoring networks. These design standards include: a sufficient number of wells and screen placement; sampling frequency and selection of sampled contaminants to include tritium and a range of other radionuclides that, taken together, serve as specific source indicators; split samples with the Massachusetts Department of Public Health with all reports made public and available to the Commonwealth and local EPZ communities. The current 4-well monitoring system used by Entergy at Pilgrim Station does not meet reasonable standards for monitoring network design. The Clerk of Duxbury shall forward the text of this Article to the Town of Duxbury's State and Federal delegations, to all Select Boards within the Emergency Planning Zone of Pilgrim NPS, the Nuclear Regulatory Commission and Entergy Corp., so that the intent of the Citizens of Duxbury is widely known. **Motion carried**

**Article 33- Financial Compensation from Entergy-** Moved and seconded that the Town vote to approve the following: The Town of Duxbury recognizes that the operation of the Pilgrim Nuclear Power Station and the storage of radioactive waste on site have an economic impact on the Town of Duxbury that deserves commensurate compensation from the licensee. Therefore the Town is directed to take all appropriate measures to assure that equitable funding is provided to each community annually within the Emergency Planning Zone. The Clerk of Duxbury shall forward the text of this Article to the Town of Duxbury's State and Federal delegations, to all Select Boards within the Emergency Planning Zone of Pilgrim NPS, the Nuclear Regulatory Commission and Entergy Corp., so that the intent of the Citizens of Duxbury is widely known. **Motion carried**

**Article 34-Stabilization Fund**-Moved, seconded and carried that this article be indefinitely postponed.

**Article 35-Free Cash**-Moved, seconded and carried that this article be indefinitely postponed.

The Annual Town Meeting was adjourned sine die at 10:55pm on Monday, March 15, 2010

Total-	\$62,750,795.00
Tax Levy-	\$57,712,623.00
Free Cash-	\$1,157,172.00
Other available Funds-	\$ 989,000.00
Borrowing-	\$2,892,000.00



Attendance:

3-13-10 session and 3-15-10 session

Prec. 1 - 74	36
Prec. 2-104	61
Prec. 3- 57	35
Prec. 4- 35	24
Prec. 5- 41	14
Prec. 6- 33	17
Total 244	187

Respectfully submitted,

Nancy M. Oates  
Duxbury Town Clerk

APPENDIX A: ARTICLE 7 REVISED PERSONNEL BYLAW

**BY-LAW GOVERNING THE DUXBURY PERSONNEL PLAN**  
**EFFECTIVE JULY 1, 2010**

**PART I**  
**GENERAL PROVISIONS**

**1. TITLE**

The provisions of the By-law, Job Classifications, and Pay Ranges appended hereto shall be known as the Town of Duxbury Personnel Plan (hereinafter referred to as the Plan), which shall govern the personnel practices of all appointed and/or elected officials of the Town with regard to all employees except those specifically exempted herein.

**2. APPLICATION**

The Plan shall apply to all employees except those positions filled by popular election and those under the direction and control of the School Committee, and those who have a separate employment contract with an appropriate authority; except where a collective bargaining agreement executed under the provisions of Massachusetts General Laws Chapter 150E contains a condition contrary to the provisions of the Plan. Provisions of the collective bargaining agreement shall prevail. Employees in positions certified as included in a collective bargaining unit shall be entitled only to those benefits as of the date of such certification. The Plan may be used as a guide for authorized officials in determining the compensation of, and personnel policies for, those employees exempted from this Plan. The purpose of the Plan is to provide guidelines to help ensure that sound human resource practices are applied equitably and reasonably and is not intended to be an employment contract. All employment is at the will of the Town and any and all of the Plan is subject to unilateral changes as recommended by the Town Manager and the Personnel Board and approved at Town meetings. Employees shall not assume that any part of this Plan will remain in force.

**3. DEFINITIONS**

Probationary Employees All new employees are considered probationary during the first 90 workdays of their employment. The probationary period shall be extended by the numbers of days absent from work, for any reason including holidays, during this period. If it becomes apparent at any time during this period that performance is not satisfactory, termination of employment shall take place immediately.

Management Employees are those who are on a fixed compensation for full time services as described in Part II.

Regular Full-time Employees are persons who work at least 35 hours per week, or more than 1040 hours per year, but are employed for a designated number of hours per week for each week throughout the year. Overtime is paid after 40 hours.

Regular Part-Time Employees are persons who work less than 35 hours per week, but at least 20 hours per week throughout the year for a minimum of 1040 hours per year.

Regular Part-Time Employees working fewer than 20 hours per week as of June 30, 2010 are eligible for paid vacation, personal and sick time on a pro-rata basis consistent with their regular work schedules. Employees hired after July 1, 2010 are ineligible for this paid time off.

Regular Intermittent Employees are persons who work on an "as needed" basis determined by the workload in the department throughout the year.

Seasonal Employees are persons who are hired for specific periods of time due to seasonal demands.

Temporary Employees are persons who are hired for a limited period of time to replace regularly scheduled employees who might be absent for extended periods to assist during conditions caused by temporarily increased workloads.

Emergency Employees are persons who are hired for the duration of an emergency, which could result in the interruption of services essential to the health, safety and welfare of the people of the town. In no event will these persons be employed beyond 30 calendar days without the prior approval of the Town Manager. (See Section 10A)

Employee Work Schedule The Department Head shall file a work schedule with the Town Manager to show the number of days and hours per day each employee covered by the Plan shall be expected to work. This schedule shall be amended by the Department Head to reflect changes as they occur, and shall be filed in a timely manner with the Town Manager. All employees will receive at least one-half hour *unpaid* lunch break if required to work more than six (6) hours per day.

#### **4. TITLES OF POSITIONS**

The job titles in the compensation schedules shall be the official titles of all positions in the Plan and shall be the only titles used in the administrative or personnel records. All personnel except those exempt under Paragraph 2, must be classified under the Plan and paid only on the basis of duties actually performed.

#### **5. PERSONNEL BOARD**

The Moderator shall appoint a Board of five members (hereafter called the Board) to advise on and review the administration of the Plan. Vacancies shall be filled by the Moderator without delay. Board members must not serve the Town in any other capacity other than "ex-officio" while serving on the Board and shall serve without compensation for three-year terms. Board members shall be voting citizens of Duxbury who have; the capacity for impartiality, human resources experience and breadth of outlook to meet the responsibility of the Board to represent both the employees and the taxpayers. The Board may employ assistance and may incur expenses, as it deems necessary subject to appropriation of funds.



## **6. NON-DISCRIMINATION**

The Town agrees not to discriminate in any way against employees covered by the Plan on account of race, religion, creed, color, national origin, sex, sexual orientation, age, handicap, or Vietnam era military service. The Town agrees that the concept of Affirmative Action shall be applied consistent with the terms of the Plan.

### **6a. SEXUAL DISCRIMINATION AND HARASSMENT POLICY**

1. It is the goal of the Town of Duxbury to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct, which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

#### **2. Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is this:

“Sexual harassment” means sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- (b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad, and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of

creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which is unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments on an individual's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

- Inquiries into one's sexual experiences; and, discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town.

### 3. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint. The employee should promptly report the matter to department head, supervisor, or the town manager, the human resource officer, or any other representative of town management with whom the employee feels comfortable talking to. Employees are encouraged, though not required to inform the alleged harasser that the conduct is not welcome and to stop engaging in such conduct.

### 4. Sexual Harassment Investigation

Once the Town is made aware of a complaint of sexual harassment from any source, the Town Manager, or other town representative will undertake an investigation. The investigation will be conducted in such a way to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. Also interviewed will be the person alleged to have committed sexual harassment. When the Town Manager, or other town representative has completed the investigation, he will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct, of the results of the investigation.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and where it is appropriate will also impose disciplinary action.

### 5. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, the town will take action as is appropriate under the circumstances. Such action may range from

counseling to termination from employment, and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

#### 6. State and Federal Remedies

In addition to the above if an employee believes he has been subjected to sexual harassment, he may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit an employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days, MCAD - 6 months).

The U.S. Equal Employment Opportunity Commission ("EEOC")  
10 Congress St. 10<sup>th</sup> Floor  
Boston, MA 02115  
(617) 565-3200

The Massachusetts Commission Against Discrimination  
("MCAD")  
One Ashburton Place - Room 601  
Boston, MA 02108  
(617) 727-3990

#### **7. DUTIES OF THE PERSONNEL BOARD**

- a. The Board shall advise on and review the administration of the Plan.
- b. Proposed substantial changes in job descriptions, new jobs, reclassifications of existing jobs and new rates for new jobs are to be reviewed by the Board for advice and comments prior to finalization.
- c. The Board shall periodically review the Plans of other towns, area pay rates and personnel policies and shall report to the Town Manager and recommend action appropriate to maintain a fair and equitable personnel program.
- d. The Board shall review such matters pertaining to personnel policies and administration as are referred to it by the Town Manager, and report and make recommendations to the Town Manager thereon.
- e. The Board may assist in the recruitment and preliminary screening of Town management applicants as requested.

#### **8. DUTIES OF THE TOWN MANAGER**

- a. The Town Manager shall develop and maintain written job descriptions for all positions, which shall describe the primary responsibilities, general duties and requirements for filling jobs.



- b. The Town Manager may add new jobs to the Plan or reclassify existing jobs and authorize new rates for the new jobs.
- c. The Town Manager shall be responsible for establishing pay rates and salary ranges for all employees covered by the Plan unless otherwise provided herein.
- d. Department heads shall periodically review the written job descriptions under their jurisdiction and notify the Town Manager if any job description needs revision. The Town Manager, at least every three years, shall compare jobs subject to the Plan with their job description.

## **9. EFFECTIVE DATE**

This amended Plan shall be operative as of July 1, 2010.

## **10. HIRING OF NEW EMPLOYEES**

All employees, except Emergency hires, shall establish their fitness for service with the Town by serving a ninety (90) working day probationary period.

Probationary employees shall be eligible for participation in the Group Insurance Program if they meet the conditions of the program.

Employees shall be hired within the salary range of the compensation schedule. Exceptions to this are allowable for newly hired employees using the following criteria:

- a. They possess exceptional qualifications and experience as related to the requirements of the job and as compared to employees currently in regular positions.
- b. Their most recent or current compensation is such that recruitment at the minimum would be difficult.

No position subject to this plan shall be filled (other than Emergency and Temporary hiring and where otherwise specified within the Plan) until such hiring has first been posted for seven (7) working days at the Office of the Town Clerk and the offices of the Department where the vacancy occurs and interested Regular Full-time and Regular Part-time employees' qualifications have been considered. Should such vacancy not be filled from within during these seven (7) working days, then such vacancy will be advertised in newspapers for at least two consecutive weeks.

Applicants for other than Emergency hiring may be required to pass a pre-employment physical examination given by a physician at the Town's expense and reported on the form provided. Fees shall be paid on a usual and customary basis.

No terms or conditions of employment other than those set forth in the Plan shall be offered to any applicants.

## **11. SPECIAL HIRING**

a. **Emergency Employee Hiring**

In times of emergency, for a period not to exceed one week, the appropriate department head is authorized to hire Emergency Employees necessary to prevent the interruption of essential Town services. At all times the rate of pay should be reasonable and consistent with the applicable rate ranges. (See Section 3).

b. **Temporary Hiring**

Employees needed to meet conditions caused by seasonal workloads or illness, or absence of regular employees may be hired. The department head may utilize informal procedures without prior approval by the Town Manager. They shall be hired at the applicable step of the appropriate grade consistent with their experience, but not to exceed the rate of pay of the incumbent. They shall be released at the earliest possible time, but no later than the return of the Regular employee. Within one week the department head shall notify the Town Manager of the employee hired, the need for such hiring, and the anticipated duration of employment.

c. **Notification**

The department head shall certify to the Town Accountant the nature and duration of either Emergency or Temporary employment before payment may be made.

d. **Re-hire**

If an employee who has been laid off because of reduction in force or released through no fault of their own is rehired within 2 years of such termination, only then in such event, will the employee be entitled to all benefits (except those benefits provided in Part III Section 1b.) based on the original date of hire. Such employee shall be subject to a probationary period as stated in Part I Section 3 "Probationary Employee." An employee who resigns and is subsequently rehired shall be entitled to benefits based on the date of re-hire. An employee separated for cause will not be rehired to any Town position without prior approval of the Town Manager.

## **12. LEAVES OF ABSENCE**

The Town may grant unpaid leaves of absence to eligible employees for specific periods of time and for these reasons: medical, maternity, personal, and military service (other than summer military training) subject to the approval by the Town Manager. The Town may also grant special short-term leave of absence with pay for military reserve obligation (summer training), bereavement, and jury duty.

The Town grants leaves of absence under certain circumstances so that the length of service of the employee is protected. Service time will continue to accrue for the duration of a leave in accordance with the specific type of leave granted.

Any leave will delay salary reviews by the amount of time the employee is on leave. The only exception to this is a leave for military reasons.

A leave must be requested for a specific period of time. The reason for the leave will determine the maximum length of time that can be granted.

Upon the department head's approval of a leave of absence a Personnel Action Request Form will be submitted to the Town Manager.

#### **A. FAMILY MEDICAL LEAVE POLICY**

It is the policy of the Town of Duxbury to provide leave in accordance with the Family and Medical Leave Act of 1993 ("FMLA").

All eligible employees are entitled to take up to twelve (12) work weeks of FMLA leave during a twelve month period under the following definitions and procedures.

##### **ELIGIBLE EMPLOYEES:**

Individuals who have worked for the Town for at least twelve months and provided at least 1,250 hours of service during the twelve months before the leave commences.

##### **ELIGIBLE EMPLOYEES ARE ENTITLED TO FMLA LEAVE FOR:**

1. The birth of a child and to care for the child or the adoption or placement for foster care of a child under 18 (or over 18 if the child has a physical or mental disability and is unable to care for him/herself).
2. A serious health condition which prevents the employee from performing the functions of his/her job.
3. To care for a child, parent or spouse who has a serious health condition.
4. Military service or family military leave
5. Caring for a family member recovering from an illness or injury suffered while on active military duty up to 26 weeks of unpaid leave in a single 12 month period.

##### **DEFINITIONS:**

**CHILD:** Biological, adopted or foster children, stepchildren, or the child of a person with legal guardianship or who has day-to-day responsibility to care for and financially support a child, even if there is no biological or legal relationship.

**CONCURRENT LEAVE:** State and Federal mandated leave entitlements normally run concurrently with each other and with leave provisions under any applicable collective bargaining agreement or policy.

**HEALTH CARE PROVIDER:** A doctor of medicine or osteopathy authorized to practice medicine or surgery by the State in which the doctor practices; a clinical social worker or a Christian Science practitioner or any other person determined by the Secretary of Labor, to be capable of providing health care services as defined under FMLA regulations.

**INTERMITTENT LEAVE:** Time away from the job taken in separate blocks of time due to a serious health condition.



PARENT: The biological parent, or persons who had day-to-day responsibility to care for and financially support a child. Parents-in-law are not included.

REDUCED LEAVE SCHEDULE: Reduction in the number of hours per workday or workweek.

SERIOUS HEALTH CONDITION: An illness, injury, impairment or physical or mental condition that involves:

1. Treatment as an inpatient in a hospital, hospice or residential medical care facility; or
2. A health condition that requires continuing treatment by or under the supervision of a health care provider. Continuing treatment includes: a) two or more treatments by a health care provider; (b) two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; c) a single visit to a health care provider that results in a regimen of continuing treatment under the supervision of a health care provider.
3. A health condition that requires continuing treatment by or under the supervision of a health care provider for a chronic or long term health condition that is incurable or so serious that if untreated, would likely result in an absence from work of more than three days.

Examples of serious health conditions include: Heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, diabetes, epilepsy, asthma, alcoholism, emphysema, severe nervous disorders, injuries caused by serious accidents on or off the job, the need for prenatal care, childbirth and recovery from childbirth.

TWELVE MONTH PERIOD: The "rolling" twelve month period measured backward from the date any employee uses any FMLA leave.

SPOUSE: Defined in accordance with applicable State law, including common law marriages as recognized by the Commonwealth of Massachusetts. Unmarried domestic partners do not qualify for FMLA leave to care for their partner. Also, married couples that work for the Town are limited to a combined total of 12 workweeks during the 12 month period if leave is taken for birth or placement for adoption or foster care of a child or to care for a sick parent. Such leave to care for birth or placement for adoption or foster care of a child must be taken within 12 months beginning on the date of birth or placement for adoption or foster care.

## PROCEDURE

### NOTICE OF INTENT TO USE LEAVE:

Eligible employees will provide written notice of their intent to use FMLA leave to the Town Manager, thirty days in advance when the leave is foreseeable. For example, the birth or placement of a child for adoption, foster care, or planned medical treatment. When unforeseen events occur that require FMLA leave, the employees or a representative of the employee must provide written notice as soon as both possible and practical but in no event later than one or two working days of learning the need for the leave except in extraordinary circumstances. The notice will include the reason for the leave, the date the leave shall begin and the intended date of return.

When planning medical treatments, employees should consult with the Town when giving notice and make reasonable efforts to schedule the leave so as not to unduly disrupt the Town's operations.

### MEDICAL CERTIFICATION:

Leave to care for an employee's seriously-ill family member, or leave due to a serious health condition that makes the employee unable to perform the functions of the employee's job, must be supported by certification by a health care provider.

Employees must provide the certification within fifteen calendar days. If the need for leave was not foreseeable, the employee must still provide the certification as soon as both possible and practical thereafter. Certification shall include:

1. Identification of the practitioner and the type of medical practice.
2. The date the serious health condition commenced and the probable duration of the condition.
3. Diagnosis of the serious health condition.
4. Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency and duration of treatment, including referred or ordered treatment to other health care providers and whether inpatient hospitalization is required). For intermittent leave or leave on a reduced leave schedule, a statement of the medical necessity for such leave.
5. In instances of the employee's serious health condition:
  - a. statement that the employee is unable to perform work of any kind, or
  - b. statement that employee is unable to perform the essential functions of his/her position (as determined by the Town).
6. Instances of care for a family member:
  - a. statement that the family member is in need of the employee's assistance for basic medical, hygiene, nutritional needs, safety or transportation, or
  - b. statement that the employee's presence would be beneficial or desirable for the care of the family member.

Medical certification forms are available in the office of the Town Manager. If the Town has reason to doubt the validity of a medical certification, the employee may be required to obtain a second opinion from a health care provider designated by the Town at the Town's expense. If the two opinions differ, the Town may require a third opinion, which will be final and binding, from a health care provider mutually agreed upon by the employee and the Town and at the Town's expense.

Re-certification by the health care provider is required every thirty days. Re-certification must include the same information contained in the initial certification.

Re-certification may also be required in the following instances:

- a. The employee requests an extension of leave;
- b. changed circumstances occur regarding the illness or injury;
- c. The Town's reception of information which casts doubts upon the continuing validity of the certification.

### NOTICE OF INTENT TO RETURN TO WORK:

An employee will be required to report periodically to the Town on his or her status and intent to return to work.

#### INTERMITTENT LEAVE/REDUCED SCHEDULE:

FMLA leave may be taken on an intermittent or reduced leave schedule. Employees requesting an intermittent or reduced leave schedule must make a reasonable effort to schedule treatment so as not to unduly disrupt the Town's operations and administration, especially when the leave is foreseeable. The Town may require a temporary transfer to an alternative position with equivalent pay and benefits, if the employee is qualified for the position, to better accommodate the reoccurring periods of leave.

Leave for the birth or placement of a child may not be taken on an intermittent or reduced leave schedule basis.

#### PAID LEAVE AND BENEFITS

In all circumstances, accrued vacation and personal leave as well as compensatory time must be used for qualified FMLA leave. In addition, sick leave must also be used to care for the employee's own serious health condition. Upon depletion of the available accrued paid leave, FMLA leave becomes unpaid leave. It is the total of this time, which will equal the twelve weeks of FMLA leave. During any portion of FMLA leave to which the accrued paid leave is applied, the employee will continue to accrue benefits and seniority. During any portion of FMLA leave, which is unpaid, the employee will not accrue benefits and seniority.

The Town will continue the contribution to the employee's group health plan during the FMLA leave unless the employee advised that he/she will not be returning to work. The employee will have his/her contribution deducted from the applied paid leave. Upon the depletion of said leave, the employee must make arrangements to pay his/her contribution to the health premiums. These arrangements must be made in advance of the leave, especially if the leave is foreseeable.

If the employee's premium payment is more than 30 days late, his/her health coverage will be canceled. Employees experiencing severe financial hardship may petition the Town Manager for consideration of alternatives for payment of the employee premium. This may include but not be limited to: payment of employee health insurance premiums by the Town while on unpaid leave and subsequent double deductions of health insurance premiums upon the employee's return to work. This petition must be made within the thirty days noted previously. The Town Manager will make a recommendation to the Board of Selectmen or their designee for final determination.

The Town will recover from the employee premiums paid during any period of unpaid FMLA leave if the employee fails to return to work after the FMLA leave entitlement has expired, except in instances of continuation, reoccurrence, or onset of qualifying FMLA leave circumstances or other circumstances beyond the control of the employee.

When circumstances allow for the Town to recover health insurance premium payments it made from a non-returning employee, the Town may deduct the amount due from any sums owed to the employee. For example: vacation or final paycheck.

#### RESTORATION TO POSITION:

An eligible employee who takes FMLA leave is entitled to be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the employee returns to work at the conclusion of leave of 12 work weeks or less.



Employees on FMLA leave due to their own serious health condition must submit certification from the health care provider that the employee is able to resume work, i.e. is fit for duty, before they can return to work.

**DENIAL:**

Conditions under which FMLA leave and/or reinstatement may be denied including (but not limited to):

1. ineligibility of employee,
2. unqualified for leave under the Family and Medical Leave Act,
3. employee fails to give timely advance notice for foreseeable leave (temporary denial up to thirty days after employee provides notice of need),
4. employee fails to provide in a timely manner, requested medical certification (temporary denial up to time of submittal),
5. employee fails to supply fitness-for-duty certificate (up to time of submittal),
6. if employee's job is eliminated during period of leave.
7. employee unequivocally advises Town of intent not to return to work,
8. fraudulent acquisition of FMLA leave, and
9. employment with another employer while on FMLA leave.

**A-1 SMALL NECESSITIES LEAVE ("SNLA"):**

All eligible employees are entitled to take up to a total of 24 hours leave during the 12-month period, as defined in the FMLA policy, to:

- (1) participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- (2) accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
- (3) accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

"School" includes public and private elementary and secondary schools, Head Start programs, and children's day care facilities licensed under Massachusetts' law.

Eligible employees are individuals who have worked for the Town for at least twelve months and provided at least 1,250 hours of service during the twelve months before leave commences.

In all circumstances, accrued vacation and personal leave must be used for SNLA leave. Upon depletion of available accrued vacation and personal leave, SNLA becomes unpaid leave. Vacation and personal leave run concurrently with SNLA when the leave is for an

SNLA a qualifying reason.

Eligible employees will provide written notice of their intent to use SNLA leave to the Town Manager seven days in advance when the leave is foreseeable. When unforeseen events occur that require SNLA leave the employee must provide as much notice as practicable.

All notifications, certifications and questions relating to this policy, must be submitted to the Town Manager.

- A. Extended Medical Leave: A medical leave may be extended until the employees are physically able to return to work, up to a period of six months. The duration of the medical leave must be supported by the employees' doctor in a written statement directed to the Town.
- B. Maternity Leave: Female employees will be granted a maternity leave of up to eight weeks for the purpose of childbirth or for adopting a child under three years of age. Employees have to give notice of the date of their departure and their intent to return to work. The employee will return to her original position or a similar one. Leave under this provision runs concurrently with Family Medical Leave Policy.
- C. Personal Leave: The Town may grant a leave of absence for compelling personal reasons provided adequate arrangement can be made for employee's responsibilities during the absence. Employees must have been employed over one year as a regular full-time employee or have equivalent part-time service. The leave may not exceed three months. The employee must notify the department head far enough in advance to allow for the approval of the Town Manager and to make adequate arrangements.

All accrued vacation time not used may not extend the period of such leave. All benefits will continue for the length of the personal leave to a maximum of three months. Total monthly group insurance premiums must be paid in advance by the employee.
- D. Military Employees who held permanent positions prior to entering military service are entitled to reinstatement. Employees inducted into the Armed Forces will be expected to show a copy of their military orders to their department head who will make a copy of these orders and send them to the Board for the employee's file.

Employees must present a certificate showing satisfactory completion of service. Employees returning from military service will be restored to their former position or a position of like status and pay if such employees apply for reinstatement within 90 days from date of honorable discharge from military service.

Once employees are reinstated they are entitled to the service date they had when they entered military service plus whatever additional service time they would have accumulated had they remained at their job. If the rate of pay for the same position has been increased, they are entitled to the higher pay.

The leave of absence will terminate upon an employee's failure to apply for reinstatement within 90 days of honorable discharge.

Service time will continue to accrue for the duration of a military leave, but will not accrue beyond a maximum of 5 years.

While in the Armed Service, insurance coverage will be discontinued.

#### 1. Reserve Obligation - Military Leave

The Town will grant a leave annually to permanent full-time employees who are ordered into military service for 15 days or less. This leave is in addition to the normal vacation to which they are entitled. The two-week military time will not be counted as vacation time unless

requested by the employee. Reserve training will not be considered an interruption of Town Employment for purposes of computing service date.

Group insurance coverage will continue unchanged during this 15 day Reserve training period. If employees are called or volunteer for longer periods of active duty, all insurance benefits will cease as of the date they are placed on Military Leave.

E. Special Short Term Leave With Pay Special short-term leave with pay may be granted as follows:

1. Bereavement Employees shall have up to four consecutive days off for time necessarily lost, without loss of pay, in the event of a death in the employee's immediate family, namely, husband, wife, son, daughter, father, mother, brother and sister. This leave may be extended without pay at the discretion of the department head if unusual travel time is involved.

Employees shall have up to two (2) consecutive days off for time necessarily lost, without loss of pay, in the event of the death in the employee's family, namely, mother-in-law, or father-in-law. Employees shall have one (1) day off for time necessarily lost, without loss of pay, in the event of the death of the employee's brother-in-law or sister-in-law.

The days of this bereavement leave shall be reduced or not allowed if the period of funeral leave occurs while the employee is on vacation, on sick leave or other leave of absence.

The employee must notify the Department Head of this bereavement leave.

2. Jury Duty In order that the employees on jury duty will not lose time and money by being impaneled as jurors, the Town will reimburse the employees the difference in wages earned as a juror and what their normal earnings would have been had they been working for the Town.

The employees, upon receipt of notice, will immediately inform their department head of their call to jury duty. The department head should note on the payroll time sheet, and the moneys to be paid the employees to compensate them for the earnings lost while on jury duty. Employee's check or check stub from the court should be presented to the Town Accountant upon receipt for verification of wages earned.

In all cases jury duty shall conform with the procedures specified under the One Trial Jury System mandated by General Laws Chapter 234A.

3. Personal Days After the ninety (90) working days probationary period, up to three (3) days leave with pay may be granted by the Department Head in any one year for personal or private reasons. No deduction will be made from sick leave credit. Personal days may be granted to regular part-time employees on a pro-rated schedule commensurate with their annual hours worked. Personal days may not be accumulated and no payment shall be made at termination for unused days.

### **13. TERMINATION**

a. Termination definitions

Release - is a separation initiated by the department head as the result of an individual's inability to perform the duties of the job for reasons other than cause.



Lay-Off - is a separation initiated by the department head as a result of the elimination of a position due to reorganization or a lack of money or work.

Discharge - is a permanent separation for cause initiated by the department head.

Resignation - is a voluntary separation initiated by the employee.

b. Pay:

- (1) Regular full-time and regular part-time employees are entitled to termination pay as provided in the following schedule. Regular part-time employees shall be paid on a prorated basis. The department head shall determine the proper amount of termination pay and submit a Personnel Action Request Form to the Town Manager for approval.

<u>Reason for Termination</u>	<u>Amount of Termination Pay</u>
Discharge	None
<i>Release or Lay-Off:</i>	
Under 13 week's service	None
13 weeks to one year of service	1 week
1 year's service or more	1 week for each year of completed service to maximum of 10 weeks.
<i>Resignation:</i>	
Without notice	None
With notice*	Maximum of two weeks
Retirement	None

(1) The maximum may be given when the department head declines the offer of the employees to work out their notice period. Termination pay may not exceed the amount the employees would have earned had they been able to work out their notice period.

(2) If employees resign and work their two-week notice period, they are not entitled to termination pay.

(3) Probationary, Intermittent, Seasonal, Temporary and Emergency employees are not entitled to termination pay.

(4) Compensation shall continue to be paid for the period of time as indicated by the schedule in 12 (1).

- c. Employees who are terminated are to be paid for vacation time accrued and not taken at the time of termination.
- d. Group insurance policies for terminated employees shall be canceled as of the end of the last month actually worked. Eligible employees may continue enrollment in group insurance policies in accordance with municipal and statutory authority.

## **14. GRIEVANCE PROCEDURE**

Step 1 Employees who allege a grievance shall, within five (5) working days of such grievance, file a written statement of the cause of complaint with their department head and the Town Manager. The department head shall immediately confer with the aggrieved employee and, within ten (10) days of receipt of the written complaint, render in writing to the Town Manager his/her recommendations to resolve the grievance.

Step 2 If employees disagree with the recommendations they shall, within five (5) working days of receipt of same, submit their written response to the Town Manager and their department head. Within fifteen (15) working days the Town Manager shall render a written decision on the alleged grievance, including any adjustments necessary to satisfy said grievance.

Step 3 The aggrieved employee (except in a discharge action) who may not be satisfied with the decision after Step 2, may within fifteen days request a review of the decision by the Personnel Board. The decision after Step 2, if not appealed within the time allowed, or after Step 3, shall be final and binding and immediate unless it involves the expenditure of moneys in excess of, or contrary to, the purposes for which moneys were appropriated at a Town Meeting.

## **15. COMPENSATION GRADE APPEAL**

Any employee who believes that his or her job has been substantially altered or has higher ranked duties added since the job was last evaluated may appeal to his or her department head and the Town Manager. This request will be in writing and will provide complete details as to the assignment changes and implementation dates. The Town Manager will re-evaluate the job and render a decision within 31 days of the appeal. If the change is judged significant enough to warrant reclassification of the job or other necessary action, such will be made retroactive to the date of the employee's appeal.

## **16. TEMPORARY TRANSFER TO MANAGEMENT SCHEDULE**

Subject to the Town Manager's approval when the appointing authority determines it necessary to temporarily fill a higher pay grade, the assigned employee shall be paid no less than the minimum of the new range or 10% more than the employee's current rate, but not to exceed the maximum of the new pay rate provided that:

1. The employee is required to perform the full complement of duties, and
2. The assignment is thirty-one or more consecutive calendar days.

Should the employee be asked to perform less than the full complement of duties, but more than what is normally expected for thirty-one or more consecutive calendar days, the assigned employee may be paid up to 5% of the minimum of that position in addition to his/her current rate.

In neither of the foregoing situations will the employee receive compensation for an assignment of less than thirty-one consecutive calendar days; however, once the thirty-first day is passed, the employee shall receive retroactive pay to the first day of the assignment.

Upon completion of the temporary transfer, the employee shall return to his or her former position without loss or seniority benefits.

Any temporary transfer shall not exceed six months without the approval of the Town Manager and shall not in itself serve as a basis for a claim for upgrading on the part of the employees so assigned.

Situations may arise in which employees may be needed to work beyond the stipulated twelve (12) hour period. In such cases the department head making the assignment shall take into account the employees' ability to work safely and efficiently.

## **17. TUITION ASSISTANCE POLICY**

The Town of Duxbury will provide tuition assistance benefits to help employees pay for the cost of courses related to their job, in accordance with the following guidelines and subject to available funding.

1. Eligibility. All regular full time employees covered under the Plan, who have been employed for one year, are eligible for tuition assistance benefits.
2. Types of Courses. The following courses are reimbursable:  
Undergraduate and graduate courses offered through accredited colleges and universities if the department head and Town Manager determine that the course(s) relate to the employee's current assignment; and courses that are part of an approved degree-related program in which the employee has matriculated.
3. Amount of reimbursement. Tuition reimbursement will be provided up to five-hundred dollars (\$500) per semester or three-hundred thirty-three dollars (\$333) per trimester, whichever is applicable, with a maximum of one-thousand dollars (\$1000) per calendar year. Reimbursement is subject to receipt of Grade B or better.
4. Tax considerations. Reimbursement under this policy may result in taxable income to the employee.
5. Effect of employment termination. To be reimbursed, employee must still be employed by the Town at the time of receiving evidence of satisfactory course completion.

### *Tuition Assistance Procedure*

Submission of application. Before starting a course, an employee must submit a written request for Tuition Assistance to his or her Department Head. The employee and Department Head will discuss the relevance of the course(s) to the employee's position and/or future goals.

Approval of application. If the course(s) fulfill the requirement of this policy, the Department Head will indicate approval by signing the form and will forward it to the Town Manager. The Town Manager will review the request and return it to the Department Head, either with a signed approval or with an explanation for the reasons for disapproval. Evidence of satisfactory completion. On completing approved courses, employees are required to submit to the Town



Manager certified transcripts of their grades and original receipts for reimbursable tuition. If a course is not satisfactorily completed in accordance with the criteria outlined in this policy, no reimbursement will occur.

## **18. GENERAL**

- a. No *Regular* employee shall receive compensation for any hours worked on any part-time job under this Plan unless such part-time employment is authorized by the Town Manager in writing and then only when such work is performed other than during the employee's regularly scheduled hours.
- b. Retirement is a permanent separation at which time the employee receives an immediate retirement income under the Plymouth County Retirement plan for public employees.
- c. Employees in all Town departments are not expected to work more than 12 hours in any 24-hour period. The twenty-four (24) hour period will begin at the start of the employee's regular shifts.
- d. No employee will be transferred or be hired into a department in which the applicant will be supervised by a relative or in which the applicant will be required to supervise a relative, except Call Firefighters.
- e. Employees shall perform the work described within their job description, as well as any other reasonable duties assigned by their supervisors, or in times of emergency, by any Town supervisor. Employees should strive to perform their duties enthusiastically and effectively in a spirit of community and cooperation with other town employees and departments.
- f. No employee who is filling a Regular Full-time position shall be hired into a second full-time job. In the event that an employee's part-time position becomes full-time concurrent with another full-time job, the employee shall be terminated from one of the positions.

## **PART II**

### **MANGEMENT PROVISIONS** **GRADE III AND ABOVE**

- 1. The Classifications listed in the Compensation Schedule are positions, which are on a fixed compensation for full time service and receive no overtime premium. Salary adjustments are subject to merit review on the basis of recommendations of the appointing officer or authority and the approval of the Town Manager. There are no automatic increases or cost of living adjustments.
- 2. Prior to appointment, no job offer shall be made by the appointing authority until verification of prior employment has been established and advising the Board of the pending action.

3. Salary Review Employees shall be reviewed by the appointing officer or authority for action annually on July 1. However, if employees have three months or less service as of July 1 their review shall be postponed until the next July 1. If employees have more than three but less than twelve months of service as of July 1 then they will receive a proportion of the increase otherwise granted. Specifically, one/twelfth of the increase will be granted for each full month served to a maximum of twelve months. For example; if employees start on January 1 then they would have six months service as of July 1, resulting in one half of the increase otherwise granted.

Individuals who at the start of the fiscal year are at the maximum of the salary range and therefore no longer eligible for base salary increase, may be considered for a one time lump sum payment of up to \$1,500 at the discretion of the Town Manager based upon performance evaluation. (Lump sum payment shall not be considered increase in the base salary.)

Nothing in this section shall be construed as requiring that a salary increase be granted unless warranted by meritorious performance.

4. Performance Appraisal Employees shall be entitled to a formal written review of their performance annually, and new employees upon completion of three months service in accordance with the policies and procedures of the Board. Such appraisal shall, at the minimum, indicate how the employees have met their performance expectations during the just completed period and establish new expectations for the upcoming period.
5. Employees classified under this schedule are those whose duties include some form of managerial authority, actually directing the work of others, and who carry out their particular responsibilities by direction, but without supervision, and usually with specific responsibilities and authorities defined by statute or by-law.
6. Holidays: Management employees will be eligible for the same holidays as provided for Regular employees.
7. Vacation Management employees shall be eligible for vacation in accordance with the following provisions:
  - a. After the completion of 4 months of continuous employment, an employee shall be eligible for up to 5 days of paid vacation to be taken with prior written approval of the appointing authority.
  - b. After the completion of 8 months of continuous employment, an employee shall be eligible for an additional 5 days of paid vacation to be taken with prior written approval of the appointing authority.
  - c. After the completion of 12 months of continuous employment, an employee shall be eligible for an additional 5 days of paid vacation with prior written approval of the appointing authority. The total of the foregoing shall not exceed 15 days of paid vacation for the first 12 months of continuous employment.
  - d. After completion of 60 months of continuous employment, an employee shall be eligible for 4 weeks of paid vacation to be taken with prior written approval of the appointing authority.

With regard to the above vacation time provisions only, employees hired prior to July 1, 1987 shall be governed by the Plan effective July 1, 1986.

The following provisions in this section apply to all management employees irrespective of hire:

- a. After completion of 25 years of continuous employment, an employee shall be eligible for up to 25 days of paid vacation to be taken with prior written approval of the appointing authority.
  - b. The appointing authority may request, due to operational necessity, that vacation time be accumulated for up to one year beyond the period during which it was earned.
  - c. All vacation time must be scheduled with advance written approval of the appointing authority with a copy to the employee's personnel file.
  - d. In the event of the death of an employee payment of any vacation time earned, but not taken, shall be made to the employee's designated beneficiary.
8. **Family Sick Time** All eligible *Regular Full-Time employees* may use up to 40 hours of their available sick time, per fiscal year, to care for an ill member of their immediate family; child, stepchild, parent, spouse, foster child or ward who lives with the employee. Other situations will be reviewed on a case by case basis. *Regular Part-Time* employees may use a pro-rata amount consistent with their work schedules.
9. **Disability Leave** In cases of prolonged absences due to accident or illness, salary shall be continued for the period of the disability up to a maximum of six months subject to certification by a physician that the employee is unable to work. Such certification shall be provided to the Town Manager upon its request. Absences not separated by a period of thirty days will be considered the same disability for purposes of this paragraph. At any time during this leave, the Town Manager may appoint a physician to verify the employees' condition. If disability continues beyond a six-month period, employees will be considered on an unpaid leave of absence. Leave taken under this paragraph will be considered Family Medical Leave.
10. **Service Pay on Retirement** When employees retire from a Classification in the Compensation Schedule and receive immediate retirement income from the Plymouth County Retirement Association or other appropriate retirement system, they shall be entitled to one week's pay for each year of continuous service to the Town up to a maximum of ten (10) weeks.

Such service pay on retirement shall be paid at the time of retirement provided the employee has submitted, in writing, a notice of intent to retire at least six (6) months in advance. If employees fail to submit such written notice to the Town as specified their service pay may be deferred to the next fiscal year.



**PART III**  
**EMPLOYEE PROVISIONS**  
**GRADE I, II AND IIA**

**1. RATE RANGES**

- a. All employees in Grade I, Grade II and Grade IIA shall move through the ranges in accordance with the Salary Administration Guidelines, available at Human Resources.

Employees denied an increase have a right of appeal to the Town Manager. The Town Manager shall confer with the employee and appropriate department head prior to determining the merits of the appeal.

New Regular Full-Time employees having performed 6 months of service are eligible for review.

Regular Part-Time employees shall be eligible for a salary increase or merit review at the end of one year of service or 1,560 hours, whichever comes later, but in any event may be considered eligible for a salary or merit review after three years of continuous part-time service even though 1,560 hours may not have been worked during the three (3) year period involved.

Progression to the Maximum: Progression through the rate ranges from the minimum to the maximum for employees in Schedule P.S. shall be in six steps. Progression through the ranges is not automatic but is on the basis of merit and ability as recommended by the appropriate department head and approved by the Town Manager. A step increase or merit review may occur any time on or after the anniversary date.

Employees denied an increase under the foregoing provisions shall be informed in writing, with a copy to the Town Manager and the Personnel Board, of the following:

1. the reason(s) for the denial
2. the suggested areas for improving their performance
3. the time period for further review of performance

Employees who do not improve their performance may be terminated.

Intermittent and Seasonal employees shall be eligible for a merit review at the end of one year service or 1,560 hours, whichever comes later, and at the discretion of the Board may be granted a step increase or merit review after three years of service on an intermittent basis, even though 1,560 hours have not been worked during the three (3) year period involved.

Emergency, Temporary, Schedules A, B and R employees receive no increase other than changes to the compensation schedule approved by town meeting.

- a. Recommendations for increases as determined by the department head shall be submitted to the Town Manager prior to the effective date of the action.

## **2. PROMOTIONS AND TRANSFERS**

- a. An employee transferred or reclassified to a job in the same grade will transfer without any change in rate of pay.
- b. Employees transferred to a higher grade shall be paid within the current Compensation Schedule.
- c. An employee transferred to a job in a lower grade shall be credited with previous service in a higher grade in establishing allocation in the lower grade.
- d. The Town Manager may approve the temporary transfer of employees to other positions. If the temporary transfer is to a higher level position within Grade I, Grade II or Grade IIA, such employees shall be compensated, effective retroactively, on the thirty-first (31) day in the new assignment at an appropriate rate as determined by the hiring officer or authority and approved by the Town Manager. If the transfer is to a lower level position, such employees shall maintain their present rates of pay. The employee shall continue to accrue, for the duration of the temporary assignment, all benefits they would have accrued had they remained in their former positions.

For any temporary transfer, the appointing authority shall present to the Town Manager its plans for the position. The Town Manager shall review the plans and determine appropriate action. Temporary transfers may not exceed six months without the specific approval of the Town Manager.

## **3. SPECIAL PAY**

- a. Call-Back Pay Non-exempt salaried personnel employed under Grades I, II and IIA who are called from their homes to perform unscheduled work shall be paid at the appropriate rate, but shall receive no less than three hours pay.
- b. Overtime Pay Non-Exempt employees classified in Grades I, II and IIA shall receive pay at one and one-half times their regular hourly rate for work performed after forty (40) hours. In no event will an employee be paid overtime pay for time not worked.
- c. Overtime Distribution Overtime, as determined by the department head, shall be distributed as equitably as possible during each calendar year among the employees within their classification, in their department, provided that overtime is first offered on a rotating basis to Regular full-time employees of the department.

## **4. HOLIDAYS**

Regular employees shall be granted the following eleven paid holidays each year:

New Year's Day	Memorial Day	Columbus Day
Martin Luther King Jr.'s	Independence Day	Veteran's Day
Labor Day	Thanksgiving	President's Day
Christmas	Patriots Day	

Holidays falling on Sunday shall be celebrated on Monday and holidays falling on Saturday shall be celebrated on Friday. Employees under Schedule P.S., required to work on any of the above

specified holidays, shall be paid holiday pay at their regular straight time rate in addition to their regular pay for that day.

Full-time employees who are required to work on an emergency basis on Thanksgiving Day, Christmas Day, or New Year's Day shall be paid at the rate of time and one-half in addition to the holiday pay.

Regular Part-Time, Intermittent, and Seasonal employees except those in Schedules A, B, and R shall be granted holiday pay if their regular work schedule calls for working on the holiday. If on a part-time schedule, payment will be made for the number of hours the employee would have been scheduled to work had the day not been a holiday.

## **5. PAID VACATIONS**

Vacation pay will be based on the normal weekly hours of employment as defined by the Board (exclusive of overtime) during thirty weeks preceding July first and at the rate at the time the vacation is granted. Any dispute regarding the computation of vacation pay shall be referred to the Town Accountant and Town Treasurer and their decision shall be accepted by the employee or submitted as a grievance.

Vacation shall be taken at the employee's convenience, but subject to the department head's approval, which is based on the need to maintain departmental operating efficiency.

Vacations with pay will be granted to Regular Full-Time employees as follows:

- a. In the instance of employees who have been employed for less than thirty (30) weeks as of July first in the current year, vacation leave of one day shall be granted with full pay for each three weeks of employment provided that (1) such vacation leave shall not exceed ten days, and (2) such vacation credit shall be calculated from the first day of employment.
- b. Vacation leave of two calendar weeks shall be granted to any employee who as of July first has been employed by the Town for at least one year, but less than five years.
- c. Vacation leave of three calendar weeks shall be granted to any employee who as of July first has been employed by the Town for five years but less than ten years.
- d. Vacation leave of four calendar weeks shall be granted to any employee who as of July first has been employed by the Town for ten or more years but less than twenty-five years.
- e. Vacation leave of five calendar weeks shall be granted to any employee who as of July first has been continuously employed by the Town for twenty-five (25) or more years.
- f. Employees who are eligible for vacation under this section and whose services are terminated through no fault or delinquency of their own, by resignation (if two weeks' notice has been given previously), retirement or entrance into the armed forces, even if the employees are on sick leave at the time, shall be paid vacation that has accrued but has not been taken in the vacation year prior to such termination. In addition, payment shall be made for that portion of the vacation allowance earned in the vacation year during which such dismissal, resignation, retirement or entrance into the armed forces occurred up to the time of the employee's separation from the payroll.
- g. Upon the death of employees eligible for vacation pay under this section, payment shall be made to the designated beneficiaries of the deceased in the amount equal to the vacation allowance as accrued in the vacation year prior to the employee's death, but which had not been granted. In addition, payment shall be made for that portion of the vacation year during which the employees died, up to the time of their separation from the payroll.



- h. Listed below is a table to be used to calculate the prorated number of vacation leave days earned by employees during the fiscal year in which their fifth (5<sup>th</sup>), tenth (10<sup>th</sup>) or twenty-fifth (25<sup>th</sup>) year employment anniversary date occurs.

If anniversary date occurs <u>During the month of:</u>	<u>Number of additional days earned</u>
July	5
August	4
September	4
October	3
November	3
December	2
January	2
February	2
March	1
April	1
May	0
June	0

Vacation with pay will be granted Regular Part-Time employees on a prorated schedule commensurate with their annual hours of work.

Vacation time may be accrued for one year with the approval of the department head. Extra pay may not be given in lieu of vacation.

Intermittent, Seasonal, Temporary, and Emergency employees receive no vacation.

## **6. PAID LEAVE DUE TO INJURY OR ILLNESS**

The Town will protect the earnings of eligible employees for periodic illnesses to a maximum of one hundred and twenty hours per year accumulative. (Refer to paragraph c.) The Town recognizes the fact that from time to time employees are unable to report to work because of sickness. It is the desire of the Town to protect the income and ease the financial burden of our employees during these occasional illnesses; however, it is not the intent of the Town that this policy provides additional "vacation" time to employees. Unjustified absences will be treated as disciplinary situations. For the benefit of the health and welfare of the employee, the Town expects the employee to secure prompt medical advice.

- a. All *Regular* and *Regular Part-Time* employees are eligible to receive sick pay benefits, provided they have completed ninety days continuous service. *Regular Part-Time* employees will receive a pro-rata amount that is consistent with their work schedules. *Intermittent, Seasonal, Temporary, and Emergency* employees are not eligible for sick leave.
- b. Family Sick Time All eligible *Regular Full-Time employees* may use up to 37.5 hours of their available sick time, per fiscal year, to care for an ill member of their immediate family; child, stepchild, parent, spouse, foster child or ward who lives with the employee.

Other situations will be reviewed on a case by case basis. *Regular Part-Time* employees may use a pro-rata amount consistent with their work schedules.

- c. A physician's certificate of illness shall be submitted by the employee to the department head after five (5) work days absence. This certificate will be forwarded to the Town Manager for authorization to continue sick leave payment and then to the Board. Failure to submit this certificate shall result in cessation of payments.

Department heads may, at their own discretion, and in disregard of this policy, limit the total number of sick days available to employees if the employees have frequent 1-2 day sickness without doctor's certificate.

In order for employees to receive sick pay, they must notify their department head as soon as possible, but in no event later than the start of their work shift of the day they are absent. .

#### Calculation of Sick Pay

First Year - 0 to 90 Days	No sick pay
First Year - after 90 Days	Sick pay benefits begin to accrue at the rate of one hour for every fifteen hours worked, up to a maximum of one hundred hours.
After first year	One hour of sick pay for every fifteen hours worked up to a maximum of one hundred and twenty hours.

Sick pay benefits will be based on the individual employee's normal workday at straight time and will not include hours worked at overtime.

- d. Employees may accumulate unused sick pay from year to year to a maximum of 1,200 hours. In the case of exceptional circumstances, where an employee has or is about to exhaust the leave accrued, additional allowance may be granted upon the application of the employee, the recommendation of the department head and the written approval of the Town Manager. In determining whether such extended allowance shall be granted, the past absence of the employee, the length of continuous service with the Town and the quality of the employee's performance and record shall be taken into account. Consideration shall also be given as to what portion of the allowance shall be appropriate at full pay and what portion at part pay. When additional sick leave allowance is granted under this section, the employee's sick leave will be debited until such additional sick leave shall be made by debiting one (1) of every two (2) sick days accrued, until the additional allowance is repaid.
- e. When qualified, employees will receive their average work week pay through the combining of Worker's Compensation benefits and their accumulated sick pay provided that they have exhausted their accrued vacation. Any sick leave paid under this provision will be deducted from the employee's sick leave accrued. If employees exhaust both vacation and sick leave while on Worker's Compensation, the only payment will be Worker's Compensation.
- f. Upon termination of employment, voluntary or involuntary, or by death, accumulated sick pay hours are canceled and represent no obligation on the part of the Town to the employee.

- g. Upon retirement, an employee shall be granted 8 hours pay for each 24 hours of unused sick leave to a maximum of 400 hours.
- h. The department head, by law, is required to accurately record an employee's attendance, noting tardiness, vacation, holiday pay, overtime, call-back periods, and illness. This shall be submitted to the Town Treasurer and/or Town Accountant on a form designated by them and maintained by them for the Town Manager as well as their own purposes.
- i. The Town Manager may, at his own discretion, require a medical examination for any employee who reports an inability to perform because of illness or injury. This examination shall be at the expense of the Town by a physician appointed by the Board.
- j. No employees shall be gainfully employed while on sick leave from the Town or on Worker's Compensation.



Article 7 - Duxbury Personnel By-Law

Section 8 - Effective Date: This amended Plan shall be operative as of July 1, 2010

**COMPENSATION SCHEDULE**

	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>Grade VII</b>	\$80,000	\$92,500	\$105,000
Fire Chief			
Police Chief			
<b>Grade VI</b>	\$70,000	\$82,500	\$95,000
Director of Public Works			
Finance Director			
<b>Grade V</b>	\$60,000	\$72,500	\$85,000
Director Council on Aging			
Library Director			
Town Accountant			
Town Treasurer/Collector			
<b>Grade IV</b>	\$50,000	\$62,500	\$75,000
Executive Assistant to Town Manager			
Human Resources Officer			
<b>Grade III</b>	\$40,000	\$50,000	\$60,000
Assistant Director Council on Aging			
<b>Grade IIA</b>	\$35,000	\$45,000	\$55,000
Administrative Assistant	\$16.82	\$21.63	\$26.44
Benefits Coordinator			
<b>Grade II</b>	\$30,000	\$40,000	\$50,000
Activities Coordinator	\$14.42	\$19.23	\$24.04
Food Service Manager			
Outreach Coordinator			
Respite Coordinator			
Volunteer Coordinator			
<b>Grade I</b>	\$25,000	\$32,500	\$40,000
Department Assistant I	\$12.00	\$15.62	\$19.23
Department Assistant II			
Food Service Assistant			
Meals Coordinator			
Assistant Outreach Coordinator			
Program Assistant			
<b>Police Officers</b>			
Intermittent and Student	\$16.48	\$19.06	\$21.64

**Schedule P.S.**

Local Building Inspector

Plumbing & Gas Inspector (annualized at 20 hours)	\$22,673	\$26,233	\$29,793
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Wiring Inspector (annualized at 18 hours)	\$20,371	\$23,592	\$26,812
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Effective July 1, 2010  
Compensation Schedule A

<b>Classification</b>	<b>Wage Rate</b>
Alternate Inspector of Buildings	\$22.00 per hour
Alternate Plumbing Inspector	10.00 per hour
Alternate Wiring Inspector	10.00 per hour
Call Firefighter - Two hour minimum per call	9.00 per hour
Maximum age in accordance with G.L. Chapter 32	
Special Detail	Appropriate Detail Rate

The classifications listed in Schedule A are positions which are fixed in their compensation, receive no Vacation or holiday pay, sick leave, call back pay or termination pay. No service credit for time spent in these positions may be used under the appropriate section of the Plan. All positions require the use of advertising to solicit new employees. All positions may require physical examination.

Compensation Schedule B

<b>Classification</b>	<b>Wage Rate</b>
Clerical Assistance (Town Committees & Boards non-union positions only)	Appropriate Rate as Determined by Town Manager
Clerk, Registrar of Voters	Compensation based upon G.L. Chapter 41, Section 19G
Election Warden	\$10.00 per hour
Election Worker	8.00 per hour
Inspector of Animals	900.00 per year
Juvenile Officer	150.00 per year
Lockup Keeper	none
Police Matron	9.50 per hour
Registrar of Voters	100.00 per year
Sealer of Weights & Measures	3000.00 per year
Town Clock Custodian	200.00 per year

The classification listed in Schedule B are positions which are fixed in their compensation, receive no vacation and holiday pay, sick leave, call back pay, or termination pay. No service credit for time spent in these positions may be used under the appropriate sections of the Plan. No advertising is necessary to fill these positions. No physicals are required except as otherwise determined by the Town Manager.

Compensation Schedule R

<b>Classification</b>	<b>Minimum</b>	<b>Maximum</b>
Assistant Dog Officer		
Harbormaster Assistant		
Librarian intermittent		
Lifeguard		
Program Coordinator		
Recreation Specialist	\$ 8.00	\$18.00
Recreation Supervisor		
Reserve Dispatcher		
Seasonal (Laborer) Helper		
Seasonal Intern		
Special Police Officer		
Van Dispatcher		
Van Driver		
Water Safety Instructor		

The classifications listed in Schedule R are positions which receive no vacation and holiday pay, sick leave, call back pay, or termination pay. No service credit for time spent in these positions may be used under the appropriate sections of the Plan. Once a rate of pay is established for an employee, such rate may not change for a period of a least six months. Positions may require the use of advertising.



**SPECIAL TOWN MEETING**  
**Saturday, March 13, 2010**  
**Duxbury Schools Performing Arts Center**  
**73 Alden Street, Duxbury, MA**

**The Special Town Meeting was called after the opening and recessing of the Annual Town Meeting. The Special Town Meeting was called to order at 9:23am and was adjourned at 9:50am sine die.**

**Article 1-Motion 1 FY Transfers Fire Salaries-Moved and seconded that the Town vote to appropriate the sum of \$10,000.00 to supplement Fire Department Salaries, and to meet this appropriation to transfer the sum of \$10,000.00 from Free Cash. Motion carried.**

**Article 1-Motion 2- FY Transfers Fire Expenses-Moved and seconded that the Town vote to appropriate the sum of \$15,000.00 to supplement Fire Department Expenses, and to meet this appropriation to transfer the sum of \$15,000.00 from Free Cash. Motion carried.**

**Article 1-Motion 3-FY Transfers –Snow & Ice Removal-Moved and seconded that the Town vote to appropriate the sum of \$35,000.00 to supplement Snow & Ice Removal Salaries and \$80,000.00 to supplement Snow & Ice Removal Expenses, and to meet this appropriation, to transfer the sum of \$115,000.00 from Free Cash. Motion carried.**

**Article 1-Motion 4-FY Transfers Veterans' Services Expenses -Moved and seconded that the Town vote to appropriate the sum of \$33,720.00 to supplement Veterans' Services Expenses, and to meet this appropriation to transfer the sum of \$33,720.00 from Free Cash. Motion carried.**

**Article 1- Motion 5-FY Transfers Unemployment Compensation-Moved and seconded that the Town vote to appropriate the sum of \$176,400.00 to supplement Unemployment Compensation Expenses, and to meet this appropriation to transfer the sum of \$176,400.00 from Free Cash. Motion carried.**

**Article 1-Motion 6-FY Transfers Percy Walker Pool Salaries-Moved and seconded that the Town vote to appropriate the sum of \$44,750.00 to supplement Percy Walker Pool Salaries, and to meet this appropriation to transfer the sum of \$44,750.00 from Free Cash. Motion carried.**

**Article 1-Motion 7- FY Transfers Percy Walker Pool Expenses-Moved and seconded that the Town vote to appropriate the sum of \$21,125.00 to supplement Percy Walker Pool Expenses, and to meet this appropriation to transfer the sum of \$21,125.00 from Free Cash. Motion carried.**

**Article 2-Unpaid Bills- Moved and seconded that the Town vote to appropriate the sum of \$6,667.34 to pay the following Unpaid Bills of previous Fiscal Years which may be legally unenforceable due to the insufficiency of an appropriation;**

Siemens Corp.---Central Buildings Dept.	\$648.00
Verizon Telephone---Central Buildings Dept.	\$525.08
Hi Voltage Associates---Building Maintenance Dept.	\$206.08
Bay State Gas---Animal Control Dept.	\$340.72
Standard Repair Company---Vehicle Maintenance Dept.	\$54.00
Turf Products Corp.--- Vehicle Maintenance Dept.	\$80.45
John Hoadley & Sons--- Snow & Ice Removal	\$650.46
NSTAR Electric Co.---Cemetery Dept.	\$506.73
Matthews Cremation Division---Cemetery	\$394.00
Harvard Medical Faculty Physicians---Veterans' Services	\$98.34
Pulmonary & Primary Care Physicians---Veterans' Services	\$46.17
La Londe Chiropractic---Veterans' Services	\$860.00
Pembroke Eye and Eye Care Center---Veterans' Services	\$248.00
Professional Pump---Water Dept.	\$1,140.00
Bay State Gas---Cemetery	\$869.31
<b>Total</b>	<b>\$6,667.34</b>

And to meet said appropriation to transfer the sum of \$5,527.34 from Free Cash and transfer the sum of \$1,140.00 from Water Enterprise Fund Retained Earnings. **9/10 vote required. Motion carried unanimously.**

**Article 3-Motion 1 Teachers Union Contracts-**Moved and seconded that the Town vote to appropriate the sum of \$82,353.48 for the purpose of funding a Collective Bargaining Agreement with the Duxbury Teachers' Association, for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010, and to meet said appropriation, transfer the sum of \$82,353.48 from Free Cash. **Motion carried.**

**Article 3-Motion 2-School Secretaries Union Contracts-**Moved and seconded that the Town vote to appropriate the sum of \$3,264.40 for the purpose of funding a Collective Bargaining Agreement with the Duxbury Secretaries/Clerks Association (Duxbury Public Schools), for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010, and to meet said appropriation, transfer the sum of \$3,264.40 from Free Cash. **Motion carried.**

**Article3-Motion 3 School Custodians Union Contracts-**Moved and seconded that the Town vote to appropriate the sum of \$4,636.34 for the purpose of funding a Collective Bargaining Agreement with the Local 1700, AFSCME, Council 93, AFL-CIO (School Custodians), for the Fiscal Year Beginning July 1, 2009 and ending June 30, 2010, and to meet said appropriation, transfer the sum of \$4,636.34 from Free Cash. **Motion carried.**

**Article 3-Motion 4-Clerical Union Contracts-**Moved and seconded that the Town vote to appropriate the sum of \$7,995.00 for the purpose of funding a Collective Bargaining Agreement with the Local 888 SEIU, Town of Duxbury Secretaries and Clerks, for the Fiscal Year beginning July 1,2009 and ending June 30, 2010, and to meet said appropriation, transfer the sum of \$7,995.00 from Free Cash. **Motion carried**

**Article 3-Motion 5- Firefighters Union Contracts-** Moved and seconded that the Town vote to appropriate the sum of \$58,968.70 for the purpose of funding a Collective Bargaining Agreement with the Local 2167 International Association of Firefighters AFL-CIO, for the Fiscal Year beginning July 1,2009 and ending June 30, 2010, and to meet said appropriation, transfer the sum of \$58,968.70 from Free Cash. **Motion carried.**

**Article 4- Inter-municipal Agreement-** Moved and seconded that the Town vote to enter into an Inter-municipal Agreement with the Towns of Marshfield and/or Kingston for Ambulance and Rescue Services, on terms deemed by the Board of Selectmen to be in the best interests of the Town. **Motion carried.**

**Article 5- Pool Enterprise Fund-**Moved and seconded that the Town vote to establish the Percy Walker Pool Account as an Enterprise Fund in accordance with the Provisions of Massachusetts General Laws, Chapter 44, Section 53F ½. **Motion carried.**

**Article 6- Unemployment Trust Fund-**Moved and seconded that the Town vote to appropriate the sum of \$200,000.00 to fund an Unemployment Trust Fund, and to meet said appropriation, to transfer the sum of \$200,000.00 from Free Cash. **Motion carried.**

**Article 7-Birch Street Tank Funding-**Moved and seconded that the Town vote to appropriate the sum of \$29,000.00 to pay a portion of the Principal and Interest due on March 15, 2010 with respect to the Bond Anticipation Note of the Town dated December 1, 2009, and to meet this appropriation, to transfer the sum of \$29,000.00 from the Water Enterprise Fund Retained Earnings. **Motion carried.**

**Article 8-Seawall Repair Betterments-**Moved and seconded that the Town vote to authorize the Board of Selectmen to petition the General Court for authority to impose betterments pursuant to Massachusetts General Law Chapters 80 and 83, or any other enabling authority, for the amount of \$263,205.71, which was expended pursuant to an appropriation voted by the Duxbury Town Meeting under Article 5 of the Special Town Meeting held on March 10, 2007 for the purpose of repairs to the Seawalls in the Gurnet Road Area and to authorize the Board of Selectmen to adopt an order of Assessment of Betterment Fees within sixty days of approval of Special Legislation granting such authority. **Motion carried.**

**Article 9-Salary Reserves-**Moved, seconded and carried that the Town vote to indefinitely postpone this article.

**Article 10-Transfer to Stabilization-**Moved and seconded that the Town vote to appropriate the sum of \$300,000.00 to the Stabilization Fund, and to meet said appropriation, to transfer the sum of \$300,000.00 from Free Cash. **2/3 vote required-**  
**Motion received the requisite 2/3 vote and carried.**

Total Appropriations:	\$1,108,880.26
From Free Cash:	\$1,078,740.26
Water Enterprise. Ret. Earnings	\$ 30,140.00



A motion was moved and carried to adjourn sine die at 9:50am.

Respectfully submitted,

Nancy M. Oates  
Duxbury Town Clerk

**Town of Duxbury**  
**Annual Town Election**  
**Saturday, March 27, 2010**  
**8am-8pm**

	Pr. 1	Pr. 2	Pr. 3	Pr. 4	Pr. 5	Pr. 6	Total
<b>Selectman (1)</b>							
Shawn M. Dahlen	396	584	384	289	293	226	2172
William F. Zachmann	161	209	141	99	101	95	806
Write-ins Selectman	3	5	5	2	0	1	16
Blank	18	22	20	26	16	16	118
<b>Assessor</b>							
James G. MacNab	458	617	428	327	307	255	2392
Write-ins Assessor	2	10	5	2	2	4	25
Blank	118	193	117	87	101	79	695
<b>Town Clerk</b>							
Nancy M. Oates	466	677	449	335	326	271	2524
Write-ins Town Clerk	7	6	4	1	0	2	20
Blank	105	137	97	80	84	65	568
<b>Moderator (1)</b>							
Gregory F. Hunter	141	262	128	103	91	74	799
Friend S. Weiler, Sr.	390	525	385	292	286	249	2127
Write-ins Moderator	2	0	2	0	1	0	5
Blank	45	33	35	21	32	15	181
<b>School Committee (2)</b>							
Colleen B. Brayer	142	219	159	109	104	98	831
Mary Lou Buell	249	347	249	194	207	184	1430
Gary R. Magnuson	329	452	307	259	223	170	1740
Christine P. McLaughlin	256	333	239	182	193	134	1337
Write-ins School Committee	1	2	2	0	0	0	5
Blank	179	287	144	88	93	90	881
<b>Planning Board (1)</b>							
John P. Bear	429	578	392	293	286	233	2211
Write-ins Planning Board	3	2	5	1	1	4	16
Blank	146	240	153	122	123	101	885
<b>Library Trustees (2)</b>							
Theodore J. Flynn	390	554	367	270	262	222	2065
Laura F. Sullivan	374	533	372	283	253	214	2029
Write-ins Library Trustee	2	1	4	0	2	1	10
Blank	390	552	357	279	303	239	2120

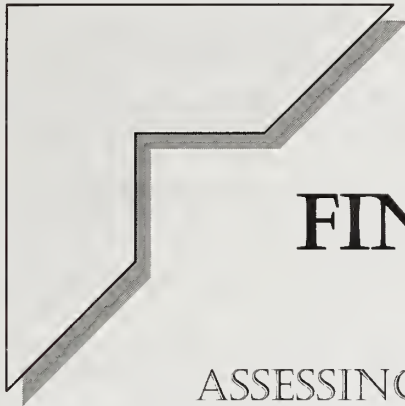
<b>Housing Authority (1)</b>							
John J. Todd	432	597	410	309	294	244	2286
Write-ins Housing Authority	0	5	2	0	1	2	10
Blank	146	218	138	107	115	92	816
<b>Question 1 Fire Station</b>							
Yes	314	434	298	207	222	171	1646
No	230	342	223	187	170	144	1296
Blank	34	44	29	22	18	23	170
<b>Question 2 Cemetery/Crematory</b>							
Yes	417	590	371	292	275	240	2185
No	127	192	148	104	114	80	765
Blank	34	38	31	20	21	18	162

I hereby certify the results of the Town Election held on March 27, 2010. The count was completed at 9 pm and the final results were compiled at the Town Clerk's office.

Respectfully submitted,

Nancy M. Oates  
Duxbury Town Clerk





# FINANCE

ASSESSING DEPARTMENT

FINANCE COMMITTEE

FINANCE DIRECTOR

FISCAL ADVISORY COMMITTEE

HUMAN RESOURCES

TOWN ACCOUNTANT  
(INCLUDING FINANCIAL REPORTS)

TREASURER/COLLECTOR

TRUST FUNDS

## ASSESSING DEPARTMENT

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Included among its FY 2010 significant activities and accomplishments, the Assessing Department:

- 1) Successfully completed the FY 2010 Town-wide revaluation program. The revaluation was completed in time for the third and fourth quarter tax bills to be issued on schedule.
- 2) Continued the practice of putting an insert in the tax bills of all Town property owners that summarized the Assessing Department's tax relief programs.
- 3) Working jointly with the Council on Aging Director, solicited and received approval from the Board of Selectmen to increase from \$750 to \$1,000 the maximum amount of property tax relief that participants may receive under the Senior Tax Work-off Abatement program.
- 4) Continued a Payment In Lieu Of Taxes initiative under which the Town's non-profit tax exempt properties were solicited to make a financial contribution to support such Town services such as police and fire protection and DPW services. A total of \$5,321 was received under this program.
- 5) Working with the Information Technology Director and the *Geographic Information System (GIS) Committee*, brought about a significant upgrade of the Town's online GIS system.
- 6) Helped implement and organize a training program for Town department officials regarding *Pictometry*, a new high resolution aerial photography tool.
- 7) Developed a program under which building outlines will be added for the first time to the Town's online GIS system.
- 8) Worked with the Town's Information Technology Administrator to make copies of the Assessing Department's tax maps available online.

### ***Notable Assessment Statistics***

<u>Assessment Data</u>	<u>FY 2010</u>	<u>FY 2009</u>
Taxable Real Estate	\$3,466,049,900	\$3,700,564,200
Personal Property	\$36,242,040	\$34,180,600
Total Real and Personal	\$3,502,291,940	\$3,734,744,800
Average Single Family Assessment	\$611,400	\$654,000

<u>Budget and Tax Data</u>		
Total Amount Raised	\$61,513,266.75	\$65,253,140.25
Non Tax Levy Sources	\$20,151,198.93	\$24,507,074.48
Total Tax Levy	\$41,362,067.82	\$40,746,065.77
Average Single Family Tax Bill	\$7,221.00	\$7,135.00

Respectfully submitted,

Board of Assessors

June E. Albritton, Chair

Linda Collari, V. Chair

James G. MacNab, Clerk

## FINANCE COMMITTEE

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The Finance Committee is responsible for making recommendations on all matters that are brought before Town Meeting, consistent with Chapter 6 of the Duxbury General Laws. While many towns limit the scope of their finance committees, in Duxbury, the Finance Committee operates as Town Meeting advisor, making recommendations on everything from the Town Manager's proposed budget to zoning changes to citizen petition articles. The Finance Committee fulfilled its obligations this past year by reviewing with Department Heads and our very capable Finance Director all 66 budgets that constitute the Town's annual operating budget, as well as the remaining 34 articles on the 2010 Annual Town Meeting Warrant and the 10 articles on the Special Town Meeting Warrant (March, 2010).

The other members of the FY2010 Finance Committee have been Gene Blanchard, Colleen Brayer, Melissa Donohoe, Bill Harris, Mark Keating, Mark Mahoney, Barry Scammell, and Gay Shanahan. I thank them for their service to the Town.

Respectfully submitted,  
Ken McCarthy, Chair

## FINANCE DIRECTOR

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I feel confident in saying that FY 2010 commenced a significant turnaround in the financial direction of the Town of Duxbury. FY 2010 marked the first time in several years that the Town did not have to rely on the use of Free Cash to balance its operating budget. By contrast, in FY 2009 over \$1.9 million dollars in Free Cash was utilized for this purpose. This was an important first step in managing the budget with renewable revenue; what some would call "living within our means". This did not come easy, and it is a credit to all the departments for recognizing what needed to be done and exercising the discipline necessary to better position the Town's finances going forward.

At the Special Town Meeting held on March 14, 2010, Article 5 was voted on and passed, and later approved at the ballot, establishing the newly renovated Percy Walker Pool as an enterprise fund. The purpose of this is to provide an accounting mechanism to ensure that the operating expenditures are borne by the many users of this facility. The revenues and expenditures of this fund will be closely monitored during FY 2010 to make sure that the right balance has been struck. At year-end this balance of revenues and expenditures will be re-evaluated.

At the Annual Town Meeting held on March 14, 2010, Article 14 was voted on and passed, and later approved at the ballot, to design and construct a new crematory. The current facility came on line in 1980 and is past its useful life. These are but two of the highlights of the past fiscal year.

The state continues to wrestle with its own fiscal concerns. Many communities saw reductions in state aid of as much as ten percent from FY 2009 to FY 2010. Through conservative budgeting, Duxbury was able to weather its own reductions, while not experiencing any reduction in services. We continue to observe the goings on at the State House, but feel that our solid financial practices will provide for stabilization in these most turbulent times.

We continue to strengthen and improve ourselves in the area of Human Resources. Since the creation of this position in FY 2009 we have improved not only our record keeping and compliance, but at the same time, we have introduced wellness programs and provided to both employees and retirees a greater understanding of the health insurance options available to them. Human Resources continues to be a fast paced and exciting facet of the Department of Finance.

I want to thank all the members of the Department of Finance for their hard work and dedication. While the Department may not be as well known and recognizable to the public at large as some other departments, the efforts of these employees are critical to the success of this community, and I am grateful to lead such a devoted and enthusiastic group.

Respectfully submitted,  
John M. Madden, Finance Director

## FISCAL ADVISORY COMMITTEE

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The Fiscal Advisory Committee, for the second year, produced and presented at Town Meeting a Long Term Capital Needs Funding Report. The report, prepared by David Madigan, reflects the current thinking of the Town Manager, Finance Director, School Department and the Department Heads, as to the Town's major Capital expenditures for the next ten years. We urge all to review the report which is posted on the Town website.

As to capital expenditures, under Article 6 of the Town Warrant, the Town Manager and Finance Director have tried to identify a consistent stream of revenue to be applied to capital purchases. If this can be



maintained going forward, we will be able to better plan for the Town's annual capital expenditures. Even with this, certain requests, due to lack of funding, were deferred until a subsequent year.

For the upcoming year we will be working with the Finance Director to look at our long-range revenue projections. We will also work closely with the School Building and Public Safety Building Committees as their projects move forward.

We worked with the Town Treasurer, Tom Connelly, who had Department Heads review fees under their control and had them recommend any increases they felt were warranted. The recommended changes were reviewed by the Fiscal Advisory Committee and presented to the Selectmen for their action.

As always, our work is a cooperative effort with many people in the Town and School Administration, various Department Heads and other Committees. The work and dedication of the Committee members, goes without question.

Respectfully submitted,  
Francis Mangione, Chair

Committee Members:

Karen Barry, Paul Brogna, Beth Conway, Dave Madigan, Bill O'Toole, Kim O'Sullivan, Nancy von Stackelberg, Friend Weiler

## HUMAN RESOURCES

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This Department serves the needs of approximately 300 Town employees, 500 school employees and 400 retirees and is staffed by full-time Human Resources Officer, Jeannie Horne, and part-time Benefits Coordinator, Phylis Hughes. It operates under the policy direction of the Personnel Board and the regular management of the Finance Director.

Our work includes; compliance with the Town of Duxbury's Personnel Bylaw, employee policies and procedures, recruitment and selection of new employees, orientation and administration of benefit plans, legal compliance, training, employee relations, compensation, risk management, labor relations and contract administration. While the Schools are under the jurisdiction of the School Committee we handle the benefit administration and some employee policy and practice standards.

### **Policies and Procedures**

The HR Department meets regularly with the Personnel Board to review policy and revise the Town's Personnel Bylaw as necessary. We are available to employees and supervisors with regard to interpreting policy and responding to questions or concerns.

With approval from the Personnel Board and Board of Selectmen, a Professional Conduct Policy was adopted; the first of a three part effort that will include a revised Harassment and new Equal Employment Opportunity policies. The Personnel Plan was updated to with a number of updates in various areas.

The Personnel Board also provided approval for a formalized hiring process, updated employment application, general release form, background investigation for new employees, numerous draft policies and a merit based performance evaluation process for Personnel Plan employees. The HR function created and updated various forms to standardize the information shared with and from our employees.

### **Recruitment, Selection and Retention**

The Town's departments are staffed with talented and dedicated individuals who provide world class service and subject matter expertise to the citizens of Duxbury. To improve the applicant and candidate review process we shared the new hiring process and employment offer procedure with supervisors. And for the convenience of applicants, we posted the new employment application and open positions on the "Opportunities" page of the Town's website. In addition, we introduced exit interviews for employees, who are terminating voluntarily, and a standard termination letter and process.

In an effort to formalize employee responsibilities and expectations the Town began an enterprise-wide job description effort involving all supervisors, employees and union representatives. This effort leverages existing, but sometimes outdated, job descriptions. These documents are finalized on a rolling basis by bargaining or employee unit, with Fire and Police Patrolmen representing the first groups with updated and finalized job descriptions.

### **Benefit Administration**

This department administers employee benefits for approximately 1,100 Town, School and Retired employees. With spiraling healthcare costs, detailed implementation and ever changing Health Care Reform, COBRA, HIPPA and Medicare policy it is critical that HR stays current on these topics and related compliance.

We are responsible for preparing government reports and audits, and managing the Town and School annual employee benefit fairs and open enrollment for; 4 health plans, dental, life, cancer and disability insurance, as well as medical and dependent flexible spending accounts. Because our claims experience continued in a positive direction our self insured health plans and they have been managed carefully in concert with our Insurance Committee we were able to provide a premium holiday for all subscribers for the month of November.

### **Compensation and Performance**

Last year we worked with the Town's Employee Assistance Program to deliver performance evaluation training to all Town supervisors and employees at no cost. For employees covered under the Personnel Bylaw, as well as those in the newly formed Professional Supervisory and Professional Support units, we used existing tools, processes and resources and conducted further training, detailing the review system and the related merit based salary pool for employees who remained in the Personnel Bylaw.

### **Labor Relations**

The HR Officer interprets and administers the terms of collective bargaining agreements, individual employment contracts, and acts as liaison to Labor Counsel and union representatives. On a regular basis this position provides research and comparability studies to the Town Manager, Finance Director, Selectman, Labor Counsel, and various members of management. This year we negotiated new contracts with: Clerical, Fire, Library, Public Safety Dispatchers and Police Patrol collective bargaining units.

### **Risk Management**

Employee well-being remains a top priority both operationally and strategically for the Town. As co-chairs of the Risk Management Committee, Barbara Ripley and Jeannie Horne work with Department Heads and our insurance provider, Massachusetts Interlocal Insurance Association (MIIA) to integrate the Town's risk management control measures and best practices to create a safer work environment. In fiscal year 2010 our committee's name changed from Safety Committee to Risk Management Committee. To further clarify the group's purpose we adopted the following statement, "The mission of the Town of Duxbury Risk Management Committee is to improve safety practices throughout the Town, for the benefit of citizens, employees, and visitors."

Quarterly Risk Management Committee meetings are well attended by all department heads. Measures such as Injured on Duty (111F), Workers Compensation insurance, participation in the Risk Management Committee, distribution of the quarterly Risk Management Newsletter, partnership with our occupational health provider Jordan on the Job, training opportunities and taking advantage of available grants related to Public Official Liability, Workers Compensation, General Liability and Auto Insurance all minimize the Town's risk exposure and ensure compliance.

Again we participated in the "MIIA Rewards" program, and through our efforts we received a credit for \$23,510 towards our overall premium costs due to our improved risk management procedures. We thank everyone who participates in our quarterly meetings and available training opportunities, helping us obtain this significant credit.

### **Wellness Activities**

The Town continues its ongoing commitment to employee wellness. Our health claims experience, while it continued in a positive direction, indicates that lack of physical fitness is the leading reason for medical treatment for employees and their dependents. To encourage better overall health, lifestyle awareness, and greater physical fitness, we established payroll deduction and electronic fund transfer for the two most requested fitness facilities according to an employee survey. To that end, the Insurance Committee voted to increase the fitness reimbursement benefit for health insurance subscribers to \$300 annually.

Our jobs are rewarding, challenging and always enjoyable, thanks to our employees and citizens. Special thanks to the staff in the offices of; Accounting, Finance, Payroll, Town Manager, Treasurer and the Schools, with whom we work so closely. Your friendship, support and humor are always appreciated.

We are proud to work for the Town of Duxbury and its citizens.

Respectfully submitted,  
Jeannie Horne, Human Resources Officer  
Phylis Hughes, Benefits Coordinator

## **TOWN ACCOUNTANT**

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The Town prepared, for the sixth year, The Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2009 and received the Certificate of Achievement for Excellence in Financial Reporting for the sixth year. This achievement is accomplished with the cooperative efforts of the assessors' office, the treasurer/collector's office, and the accounting and finance department with the assistance from our auditors, Powers and Sullivan. The audit for Fiscal Year 2010 has been completed and the Comprehensive Annual Financial Report (CAFR) has been submitted to the Government Finance Officers Association (GFOA).

General Fund revenues came in approximately \$576,000 more than budgeted for the fiscal year ending June 30, 2010. State aid to the Town decreased from budgeted by \$40,204.00 while Motor Vehicle Excise taxes came in \$145,600 more than budgeted. As well as an increase of \$427,004 in licenses and permit. The town also continues to receive distributions in the settlement of the MTBE Products Liability Litigation in the amount of \$71,926. General Fund expenditures came in approximately \$1,461,800 less than budgeted. Some of the budgets that had returned unexpended funds that attributed to this surplus were the transfer station in the amount of \$79,400, the sewer department for \$65,200, inspectional services for \$35,992, health insurance for \$621,116 and fire and liability insurance for \$89,650.

The Town for the first year in FY 2010 balanced the operating budget presented to town meeting without the use of free cash. From year to year we face an uncertainty in the level of funding that will be provided to the Town from the State. Even in these difficult economic times the Town will continue to strive to provide the level of services that have existed in the past.

Respectfully submitted,  
Claudette Coutu  
Town Accountant



Town of Duxbury  
Combined Balance Sheet  
June 30, 2010

	General Fund	Special Revenue	Capital Projects	Water Enterprise	Pool Enterprise	Trust and Agency	Long-Term Debt Group	Total
Cash - Unrestricted Checking	\$ 10,856,352	\$ 4,427,121	\$ 615,364	\$ 1,839,855	\$ 46,497	\$ 12,902,107	\$ -	\$ 30,687,296
Cash - Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Receivables	\$ 2,874,883	\$ 17,900	\$ -	\$ 156,582	\$ -	\$ -	\$ -	\$ 3,049,365
Accrued Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due From Other Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amounts to Be Provided	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,304,616	\$ 22,304,616
<b>TOTAL ASSETS</b>	<b>\$ 13,731,235</b>	<b>\$ 4,445,021</b>	<b>\$ 615,364</b>	<b>\$ 1,996,437</b>	<b>\$ 46,497</b>	<b>\$ 12,902,107</b>	<b>\$ 22,304,616</b>	<b>\$ 56,041,277</b>
Warrants Payable	\$ 2,787,656	\$ 473,834	\$ 10,533	\$ 78,976	\$ -	\$ 40,005	\$ -	\$ 3,391,004
Accrued Payrolls & Withholdings	\$ 1,536,533	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,536,533
Deferred Revenues	\$ 2,214,800	\$ 17,900	\$ -	\$ 156,582	\$ -	\$ -	\$ -	\$ 2,389,282
Allowance for Abatements & Exemptions	\$ 660,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 660,084
Claims Incurred But Not Reported	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 919,050	\$ -	\$ 919,050
Other Liabilities	\$ 80,721	\$ 244,887	\$ -	\$ -	\$ -	\$ 400,614	\$ -	\$ 726,222
Notes Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,304,616	\$ 22,304,616
<b>TOTAL LIABILITIES</b>	<b>\$ 7,279,794</b>	<b>\$ 736,621</b>	<b>\$ 10,533</b>	<b>\$ 235,558</b>	<b>\$ -</b>	<b>\$ 1,359,669</b>	<b>\$ 22,304,616</b>	<b>\$ 31,926,791</b>
Reserved Fund Balance:								
Appropriations	\$ 1,157,172	\$ 1,727,472	\$ 604,831	\$ 1,216,149	\$ -	\$ -	\$ -	\$ 4,705,624
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Purposes	\$ 771,544	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 771,544
Appropriation Deficits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained Earnings	\$ -	\$ -	\$ -	\$ 544,730	\$ 46,497	\$ -	\$ -	\$ 591,227
Unreserved Fund Balance:								
Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,542,438	\$ -	\$ 11,542,438
Undesignated	\$ 4,522,726	\$ 1,980,928	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,503,654
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,451,441</b>	<b>\$ 3,708,400</b>	<b>\$ 604,831</b>	<b>\$ 1,760,879</b>	<b>\$ 46,497</b>	<b>\$ 11,542,438</b>	<b>\$ -</b>	<b>\$ 24,114,486</b>
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 13,731,235</b>	<b>\$ 4,445,021</b>	<b>\$ 615,363</b>	<b>\$ 1,996,437</b>	<b>\$ 46,497</b>	<b>\$ 12,902,107</b>	<b>\$ 22,304,616</b>	<b>\$ 56,041,277</b>

Town of Duxbury  
Combined Special Revenue Funds  
June 30, 2010

Account Title	Fund 220 School Lunch	Fund 241 School Fed. Grts.	Fund 242 School State Grts.	Fund 243 School Gifts	Fund 244 School Revolving	Sub-Total School Spec. Revenue Funds
Cash - Unrestricted Checking	\$ 93,162	\$ (16,112)	\$ 282,354	\$ 81,599	\$ 887,276	\$ 1,328,279
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ 8,638	\$ 8,638
<b>TOTAL CASH:</b>	\$ 93,162	\$ (16,112)	\$ 282,354	\$ 81,599	\$ 895,914	\$ 1,336,917
Tax Liens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
User Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Liens Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TAXES &amp; CHARGES RECEIVABLE:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apportioned Assessments, Not Yet due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apportioned Assessments Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSESSMENTS RECEIVABLE:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due From Other Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS:</b>	\$ 93,162	\$ (16,112)	\$ 282,354	\$ 81,599	\$ 895,914	\$ 1,336,917
Warrants payable	\$ 31,316	\$ 72,279	\$ 1,775	\$ 3,696	\$ 138,976	\$ 248,042
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Revenue	\$ -	\$ -	\$ -	\$ -	\$ 148,210	\$ 148,210
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES:</b>	\$ 31,316	\$ 72,279	\$ 1,775	\$ 3,696	\$ 287,186	\$ 396,252
Fund Balance - Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Reserved for Eneunbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Federal Grants	\$ -	\$ (88,391)	\$ -	\$ -	\$ -	\$ (88,391)
Fund Balance - State Grants	\$ -	\$ -	\$ 280,579	\$ -	\$ -	\$ 280,579
Fund Balance - Revolving Fund	\$ 61,846	\$ -	\$ -	\$ 77,903	\$ 608,728	\$ 748,477
Fund Balance - Receipts Reserved for Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Community Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FUND BALANCE:</b>	\$ 61,846	\$ (88,391)	\$ 280,579	\$ 77,903	\$ 608,728	\$ 940,665
<b>TOTAL LIABILITIES/FUND BALANCE:</b>	\$ 93,162	\$ (16,112)	\$ 282,354	\$ 81,599	\$ 895,914	\$ 1,336,917

Town of Duxbury  
Combined Special Revenue Funds  
June 30, 2010

Account Title	Fund 230 Highway	Fund 251 Town Fed. Grts.	Fund 252 Town State Grts.	Fund 253 Town Gifts	Fund 254 Town Revolving	Fund 255 Park & Rec Revolv.	Fund 256 Receipts Reserved	Fund 257 Community Pres.	Sub-Total Town Spec. Revenue Funds	TOTAL
Cash - Unrestricted Checking	\$ (985,228)	\$ 32,814	\$ 167,035	\$ 18,174	\$ 49,450	\$ 131,281	\$ 79,890	\$ 3,596,788	\$ 3,090,204	\$ 4,418,483
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,638
<b>TOTAL CASH:</b>	<b>\$ (985,228)</b>	<b>\$ 32,814</b>	<b>\$ 167,035</b>	<b>\$ 18,174</b>	<b>\$ 49,450</b>	<b>\$ 131,281</b>	<b>\$ 79,890</b>	<b>\$ 3,596,788</b>	<b>\$ 3,090,204</b>	<b>\$ 4,427,121</b>
Tax Liens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,852	\$ 1,852	\$ 1,852
User Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Liens Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TAXES &amp; CHARGES RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,852</b>	<b>\$ 1,852</b>	<b>\$ 1,852</b>
Apportioned Assessments, Not Yet due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apportioned Assessments Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,048	\$ 16,048	\$ 16,048
<b>TOTAL ASSESSMENTS RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,048</b>	<b>\$ 16,048</b>	<b>\$ 16,048</b>
Due From Other Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS:</b>	<b>\$ (985,228)</b>	<b>\$ 32,814</b>	<b>\$ 167,035</b>	<b>\$ 18,174</b>	<b>\$ 49,450</b>	<b>\$ 131,281</b>	<b>\$ 79,890</b>	<b>\$ 3,614,688</b>	<b>\$ 3,108,104</b>	<b>\$ 4,445,021</b>
Warrants payable	\$ -	\$ 125,102	\$ 25,594	\$ 34,489	\$ 1,617	\$ 27,529	\$ -	\$ 11,461	\$ 225,792	\$ 473,834
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,752	\$ -	\$ 2,444	\$ 96,196	\$ 244,406
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481	\$ 481	\$ 481
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,900	\$ 17,900	\$ 17,900
Due To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES:</b>	<b>\$ -</b>	<b>\$ 125,102</b>	<b>\$ 25,594</b>	<b>\$ 34,489</b>	<b>\$ 1,617</b>	<b>\$ 121,281</b>	<b>\$ -</b>	<b>\$ 32,286</b>	<b>\$ 340,369</b>	<b>\$ 736,621</b>
Fund Balance - Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Reserved for Eneumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Fund Balance - Federal Grants	\$ -	\$ (92,288)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (92,288)	\$ (180,679)
Fund Balance - State Grants	\$ (985,228)	\$ -	\$ 141,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (843,787)	\$ (563,208)
Fund Balance - Revolving Fund	\$ -	\$ -	\$ -	\$ (16,315)	\$ 47,833	\$ 10,000	\$ -	\$ -	\$ 41,518	\$ 789,995
Fund Balance - Receipts Reserved for Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,890	\$ -	\$ 79,890	\$ 79,890
Fund Balance - Community Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,474	\$ 1,600,474	\$ 1,600,474
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,980,928	\$ 1,980,928	\$ 1,980,928
<b>TOTAL FUND BALANCE:</b>	<b>\$ (985,228)</b>	<b>\$ (92,288)</b>	<b>\$ 141,441</b>	<b>\$ (16,315)</b>	<b>\$ 47,833</b>	<b>\$ 10,000</b>	<b>\$ 79,890</b>	<b>\$ 3,582,402</b>	<b>\$ 2,767,735</b>	<b>\$ 3,708,400</b>
<b>TOTAL LIABILITIES/FUND BALANCE:</b>	<b>\$ (985,228)</b>	<b>\$ 32,814</b>	<b>\$ 167,035</b>	<b>\$ 18,174</b>	<b>\$ 49,450</b>	<b>\$ 131,281</b>	<b>\$ 79,890</b>	<b>\$ 3,614,688</b>	<b>\$ 3,108,104</b>	<b>\$ 4,445,021</b>



Town of Duxbury  
Capital Project Funds  
June 30, 2010

Account Title	Fund 301 Cemetery Exp. Project	Fund 302 Pool Project	Fund 303 Senior Center Parking Lot Project	Fund 331 DMS & DHS Feasibility Study Proj.	Fund 332 Chandler School Roof Project	Fund 349 & 399 Completed Capital Projects	Fund 351 Damon Wells Water Project	Fund 352 Water Mains Water Project	Fund 353 Birch St. Tank Water Project	Fund 359 Completed Water Cap. Proj.	TOTAL
Cash - Unrestricted Checking	\$ 1,242	\$ 265,999	\$ 14,446	\$ 75,498	\$ (3,948)	\$ 25,775	\$ 132,368	\$ 83,949	\$ (4,965)	\$ 25,000	\$ 615,364
Due From Other Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 1,242</b>	<b>\$ 265,999</b>	<b>\$ 14,446</b>	<b>\$ 75,498</b>	<b>\$ (3,948)</b>	<b>\$ 25,775</b>	<b>\$ 132,368</b>	<b>\$ 83,949</b>	<b>\$ (4,965)</b>	<b>\$ 25,000</b>	<b>\$ 615,364</b>
Warrants Payable	\$ -	\$ 423	\$ -	\$ 10,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,533
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bid Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Anticipation Notes Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Anticipation Notes Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ 423</b>	<b>\$ -</b>	<b>\$ 10,110</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,533</b>
Special Purposes	\$ 1,242	\$ 265,576	\$ 14,446	\$ 65,388	\$ (3,948)	\$ 25,775	\$ 132,368	\$ 83,949	\$ (4,965)	\$ 25,000	\$ 604,831
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,242</b>	<b>\$ 265,576</b>	<b>\$ 14,446</b>	<b>\$ 65,388</b>	<b>\$ (3,948)</b>	<b>\$ 25,775</b>	<b>\$ 132,368</b>	<b>\$ 83,949</b>	<b>\$ (4,965)</b>	<b>\$ 25,000</b>	<b>\$ 604,831</b>
<b>TOTAL LIABILITIES/FUND BALANCES</b>	<b>\$ 1,242</b>	<b>\$ 265,999</b>	<b>\$ 14,446</b>	<b>\$ 75,498</b>	<b>\$ (3,948)</b>	<b>\$ 25,775</b>	<b>\$ 132,368</b>	<b>\$ 83,949</b>	<b>\$ (4,965)</b>	<b>\$ 25,000</b>	<b>\$ 615,364</b>

**Town of Duxbury**  
**Schedule of Combined Trust Funds**  
June 30, 2010

	<u>Fund 810</u>	<u>Fund 820</u>	<u>Fund 830</u>	<u>Fund 890</u>	<u>TOTAL</u>
	<u>Non-Expendable</u>	<u>Expendable</u>	<u>Health Claims</u>	<u>Agency</u>	
Cash - Unrestricted Checking	\$ 2,646,244	\$ 3,081,905	\$ 6,741,726	\$ 432,232	\$ 12,902,107
Cash - Restricted Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Accrued Contributions Receivable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 2,646,244</b>	<b>\$ 3,081,905</b>	<b>\$ 6,741,726</b>	<b>\$ 432,232</b>	<b>\$ 12,902,107</b>

Warrants Payable	\$ -	\$ 7,054	\$ 1,333	\$ 31,618	\$ 40,005
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Due To Other Governments	\$ -	\$ -	\$ -	\$ 2,588	\$ 2,588
Deposits Held to Guarantee Performance	\$ -	\$ -	\$ -	\$ 456,699	\$ 456,699
Claims Incurred But Not Reported	\$ -	\$ -	\$ 919,050	\$ -	\$ 919,050
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -
Special Details Payable	\$ -	\$ -	\$ -	\$ (58,673)	\$ (58,673)
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ 7,054</b>	<b>\$ 920,383</b>	<b>\$ 432,232</b>	<b>\$ 1,359,669</b>

Special Purposes	\$ -	\$ -	\$ -	\$ -	\$ -
Non Expendable Trusts	\$ 2,646,244	\$ -	\$ -	\$ -	\$ 2,646,244
Expendable Trusts	\$ -	\$ 3,074,851	\$ 5,821,343	\$ -	\$ 8,896,194
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FUND BALANCE</b>	<b>\$ 2,646,244</b>	<b>\$ 3,074,851</b>	<b>\$ 5,821,343</b>	<b>\$ -</b>	<b>\$ 11,542,438</b>

<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 2,646,244</b>	<b>\$ 3,081,905</b>	<b>\$ 6,741,726</b>	<b>\$ 432,232</b>	<b>\$ 12,902,107</b>
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# Town of Duxbury

## General Fund

### Fund 100

#### BALANCE SHEET

June 30, 2010

#### Assets

Cash		\$	10,855,492
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Petty Cash		\$	860
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#### Receivables:

Real Estate Tax	\$	573,894
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Personal Property Tax	\$	8,585
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Deferred Real Estate	\$	213,059
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Tax Liens	\$	77,244
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Tax Foreclosures	\$	669,583
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Sewer Receivables	\$	15,601
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Motor Vehicle Excise	\$	139,219
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Boat and Other Excise	\$	5,579
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Departmental Receivables	\$	437,942
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Unapportioned Special Assessments	\$	734,179
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	\$	2,874,883	\$	2,874,883
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#### Total Assets

\$	13,731,235
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#### Liabilities and Fund Balance

#### Liabilities:

Warrants Payable	\$	2,787,656
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Accrued Teachers Payroll	\$	1,507,981
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Accrued Liabilities	\$	2,766
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Withholdings Payable	\$	28,553
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Abandoned Property & Unclaimed items	\$	748
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Deferred Revenues	\$	2,214,800
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Allowance For Abatements & Exemptions	\$	660,084
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Prepaid Property Taxes	\$	76,277
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Other Liabilities	\$	930
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#### Fund Balances:

Appropriation Deficits	\$	-
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Special Purposes	\$	771,544
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Reserve for Expenditures	\$	1,157,172
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Undesignated	\$	4,522,726
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Total Fund Balance	\$	6,451,442	\$	6,451,442
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#### Total Liabilities and Fund Balance

\$	13,731,235
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# TOWN OF DUXBURY

## General Fund

### Fund 1

## REVENUES

### Fiscal 2010 Summary

	<u>Recap Budget</u>	<u>June YTD</u>
Property Taxes:		
Real Estate & Personal Property	\$ 41,362,067.82	\$ 41,016,219.06
Tax Title/Rollback/Deferred	\$ -	\$ 211,736.03
	<u>\$ 41,362,067.82</u>	<u>\$ 41,227,955.09</u>
State Aid:		
Chapter 70	\$ 4,254,657.00	\$ 4,254,657.00
School Transportation (vocational)	\$ -	\$ 5,311.00
School Construction	\$ 137,708.00	\$ 137,708.00
Tuition for State Wards	\$ -	\$ -
Charter School	\$ 5,517.00	\$ 5,636.00
	<u>\$ 4,397,882.00</u>	<u>\$ 4,403,312.00</u>
General Government:		
Lottery, Beano, etc.	\$ 780,978.00	\$ 780,978.00
Highway Fund	\$ -	\$ -
Police Career Incentive	\$ 21,210.00	\$ 21,159.00
Veteran's Benefits	\$ 34,528.00	\$ 26,570.00
Exemptions Veteran's	\$ 45,155.00	\$ 7,530.00
Elderly Abatements	\$ -	\$ -
State Owned Land	\$ 57,454.00	\$ 57,454.00
	<u>\$ 939,325.00</u>	<u>\$ 893,691.00</u>
Local Aid:		
Motor Vehicle Excise	\$ 1,915,000.00	\$ 2,060,623.32
Other Excise	\$ 35,700.00	\$ 38,540.79
Pen & Int on Taxes	\$ 125,000.00	\$ 177,297.58
Payment in Lieu of Taxes	\$ 9,000.00	\$ 9,321.39
Chgs for Service : Sewer	\$ 325,000.00	\$ 295,819.81
Trash Disposal	\$ 540,000.00	\$ 568,964.70
Other	\$ -	\$ -
Fees	\$ 105,000.00	\$ 147,279.88
Rentals	\$ 160,000.00	\$ 120,388.35
Departmental Revenue: Library	\$ 25,000.00	\$ 24,605.61
Cemetery	\$ 800,000.00	\$ 781,280.00
Recreation	\$ -	\$ 395.00
Other	\$ 105,000.00	\$ 120,883.90
Licenses & Permits	\$ 1,650,000.00	\$ 2,077,004.08
Fines & Forfeits	\$ 45,000.00	\$ 52,285.00
Investment Income	\$ 355,000.00	\$ 366,850.51
Unbudgeted Miscellaneous Revenue	\$ -	\$ 131,902.20
Ambulance/Medicare	\$ 684,000.00	\$ 719,572.99
School Lunch & Adult Education Health Insurance	\$ 619,203.00	\$ 432,861.49
Medicare Part D	\$ -	\$ 122,536.63
Water: Indirect Cost	\$ 311,638.00	\$ 311,638.00
Total Local Receipts	<u>\$ 7,809,541.00</u>	<u>\$ 8,560,051.23</u>
TOTAL:	<u>\$ 54,508,815.82</u>	<u>\$ 55,085,009.32</u>

**TOWN OF DUXBURY**  
GENERAL FUND  
APPROPRIATION ACCOUNTS

**Department**

	ATM 3/14/09 Raise & App	Borrowing ATM/STM	Free Cash Article	Other Financing Sources	STM Transfers	2010 Budget	2010 Transfer	2010 Revised budget	2010 Expenditures	2010 Encumbered	Return to General Fund
Town Meeting											
Expenses	\$ 4,920.00	\$ -	\$ -	\$ -	\$ -	\$ 4,920.00	\$ (1,500.00)	\$ 3,420.00	\$ 3,420.00	\$ -	\$ -
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 4,920.00	\$ -	\$ -	\$ -	\$ -	\$ 4,920.00	\$ (1,500.00)	\$ 3,420.00	\$ 3,420.00	\$ -	\$ -
Moderator											
Salaries	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00	\$ 30.00	\$ -	\$ 10.00
Total	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00	\$ 30.00	\$ -	\$ 10.00
Selection											
Salaries	\$ 224,190.00	\$ -	\$ -	\$ -	\$ -	\$ 224,190.00	\$ 16,023.00	\$ 240,213.00	\$ 239,402.96	\$ -	\$ 810.04
Expenses	\$ 26,724.00	\$ -	\$ -	\$ -	\$ -	\$ 26,724.00	\$ -	\$ 26,724.00	\$ 19,269.60	\$ 13.86	\$ 7,440.54
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144.48	\$ 144.48	\$ 144.48	\$ -	\$ -
Total	\$ 250,914.00	\$ -	\$ -	\$ -	\$ -	\$ 250,914.00	\$ 16,167.48	\$ 267,081.48	\$ 258,817.04	\$ 13.86	\$ 8,250.58
Finance Com											
Expenses	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 400.00	\$ -	\$ 100.00
Total	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 400.00	\$ -	\$ 100.00
Finance Director											
Salaries	\$ 81,370.00	\$ -	\$ -	\$ -	\$ -	\$ 81,370.00	\$ 11,755.00	\$ 93,125.00	\$ 93,125.00	\$ -	\$ -
Expense	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,083.49	\$ -	\$ 416.51
Total	\$ 83,870.00	\$ -	\$ -	\$ -	\$ -	\$ 83,870.00	\$ 11,755.00	\$ 95,625.00	\$ 95,208.49	\$ -	\$ 416.51
Accounting											
Salaries	\$ 188,400.00	\$ -	\$ -	\$ -	\$ -	\$ 188,400.00	\$ 8,682.00	\$ 197,082.00	\$ 195,431.75	\$ -	\$ 1,650.25
Expenses	\$ 48,600.00	\$ -	\$ -	\$ -	\$ -	\$ 48,600.00	\$ -	\$ 48,600.00	\$ 48,164.05	\$ 331.48	\$ 104.47
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -
Total	\$ 237,000.00	\$ -	\$ -	\$ -	\$ -	\$ 237,000.00	\$ 8,692.00	\$ 245,692.00	\$ 243,605.80	\$ 331.48	\$ 1,754.72
Information Systems											
Salaries	\$ 58,201.00	\$ -	\$ -	\$ -	\$ -	\$ 58,201.00	\$ -	\$ 58,201.00	\$ 58,199.20	\$ -	\$ 1.80
Expenses	\$ 114,979.00	\$ -	\$ -	\$ -	\$ -	\$ 114,979.00	\$ -	\$ 114,979.00	\$ 102,719.45	\$ 11,638.08	\$ 621.47
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,319.00	\$ 1,319.00	\$ 675.00	\$ -	\$ 644.00
Total	\$ 173,180.00	\$ -	\$ -	\$ -	\$ -	\$ 173,180.00	\$ 1,319.00	\$ 174,499.00	\$ 161,593.65	\$ 11,638.08	\$ 1,267.27
Assessor											
Salaries	\$ 206,792.00	\$ -	\$ -	\$ -	\$ -	\$ 206,792.00	\$ 1,288.00	\$ 208,080.00	\$ 207,221.36	\$ -	\$ 858.64
Expenses	\$ 21,800.00	\$ -	\$ -	\$ -	\$ -	\$ 21,800.00	\$ -	\$ 21,800.00	\$ 19,034.83	\$ 379.37	\$ 2,385.80
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00	\$ 80.00	\$ 56.75	\$ -	\$ 23.25
Total	\$ 228,592.00	\$ -	\$ -	\$ -	\$ -	\$ 228,592.00	\$ 1,368.00	\$ 229,960.00	\$ 226,312.94	\$ 379.37	\$ 3,267.69
Treasurer/Collector											
Salaries	\$ 276,891.00	\$ -	\$ -	\$ -	\$ -	\$ 276,891.00	\$ 2,936.00	\$ 279,827.00	\$ 276,170.62	\$ -	\$ 3,656.38
Expenses	\$ 62,000.00	\$ -	\$ -	\$ -	\$ -	\$ 62,000.00	\$ -	\$ 62,000.00	\$ 50,327.36	\$ 975.17	\$ 10,697.47
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,843.69	\$ 1,843.69	\$ 1,843.69	\$ -	\$ -
Total	\$ 338,891.00	\$ -	\$ -	\$ -	\$ -	\$ 338,891.00	\$ 4,779.69	\$ 343,670.69	\$ 328,341.67	\$ 975.17	\$ 14,353.85
Auditor											
Expenses	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -
Total	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -

**TOWN OF DUXBURY**  
GENERAL FUND  
APPROPRIATION ACCOUNTS

Department	ATM 3/14/09 Raise & App	Borrowing ATM/STM	Free Cash Article	Other Financing Sources	STM Transfers	2010 Budget	2010 Transfer	2010 Revised Budget	2010 Expenditures	2010 Encumbered	Return to General Fund
<b>Legal</b>											
Expenses	\$ 195,000.00	\$ -	\$ -	\$ -	\$ -	\$ 195,000.00	\$ 52,281.20	\$ 247,281.20	\$ 244,540.32	\$ -	\$ 2,740.88
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333.00	\$ 333.00	\$ 333.00	\$ -	\$ -
Total	\$ 195,000.00	\$ -	\$ -	\$ -	\$ -	\$ 195,000.00	\$ 52,614.20	\$ 247,614.20	\$ 244,873.32	\$ -	\$ 2,740.88
<b>Personnel Board</b>											
Salaries	\$ 52,000.00	\$ -	\$ -	\$ -	\$ -	\$ 52,000.00	\$ 11,881.00	\$ 63,881.00	\$ 63,881.00	\$ -	\$ -
Expenses	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,212.94	\$ -	\$ 787.06
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,515.98	\$ 4,515.98	\$ 265.98	\$ -	\$ 4,250.00
Total	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00	\$ 16,396.98	\$ 71,396.98	\$ 66,359.92	\$ -	\$ 5,037.06
<b>Tax Title</b>											
Expenses	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 12,919.51	\$ -	\$ 2,080.49
Total	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 12,919.51	\$ -	\$ 2,080.49
<b>Town Clerk</b>											
Salaries	\$ 109,375.00	\$ -	\$ -	\$ -	\$ -	\$ 109,375.00	\$ 1,933.00	\$ 111,308.00	\$ 110,995.66	\$ -	\$ 312.34
Expenses	\$ 3,450.00	\$ -	\$ -	\$ -	\$ -	\$ 3,450.00	\$ -	\$ 3,450.00	\$ 3,441.18	\$ -	\$ 8.82
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59.85	\$ 59.85	\$ 59.85	\$ -	\$ -
Total	\$ 112,825.00	\$ -	\$ -	\$ -	\$ -	\$ 112,825.00	\$ 1,992.85	\$ 114,817.85	\$ 114,496.69	\$ -	\$ 321.16
<b>Election &amp; Regist</b>											
Salaries	\$ 8,894.00	\$ -	\$ -	\$ -	\$ -	\$ 8,894.00	\$ -	\$ 8,894.00	\$ 8,721.88	\$ -	\$ 172.12
Expenses	\$ 14,200.00	\$ -	\$ -	\$ -	\$ -	\$ 14,200.00	\$ -	\$ 14,200.00	\$ 13,986.01	\$ 213.99	\$ (0.00)
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 23,094.00	\$ -	\$ -	\$ -	\$ -	\$ 23,094.00	\$ -	\$ 23,094.00	\$ 22,707.89	\$ 213.99	\$ 172.12
<b>Conservation</b>											
Salaries	\$ 106,880.00	\$ -	\$ -	\$ -	\$ -	\$ 106,880.00	\$ 290.00	\$ 107,170.00	\$ 105,352.35	\$ -	\$ 1,817.65
Expenses	\$ 12,120.00	\$ -	\$ -	\$ -	\$ -	\$ 12,120.00	\$ -	\$ 12,120.00	\$ 10,671.12	\$ 1,448.88	\$ -
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 119,000.00	\$ -	\$ -	\$ -	\$ -	\$ 119,000.00	\$ 290.00	\$ 119,290.00	\$ 116,023.47	\$ 1,448.88	\$ 1,817.65
<b>Planning Board</b>											
Salaries	\$ 91,479.00	\$ -	\$ -	\$ -	\$ -	\$ 91,479.00	\$ 10,732.00	\$ 102,211.00	\$ 101,449.51	\$ -	\$ 761.49
Expenses	\$ 13,170.00	\$ -	\$ -	\$ -	\$ -	\$ 13,170.00	\$ -	\$ 13,170.00	\$ 7,042.57	\$ 1,004.93	\$ 5,122.50
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 885.00	\$ 885.00	\$ -	\$ -	\$ 885.00
Total	\$ 104,649.00	\$ -	\$ -	\$ -	\$ -	\$ 104,649.00	\$ 11,617.00	\$ 116,266.00	\$ 108,492.08	\$ 1,004.93	\$ 6,768.99



**TOWN OF DUXBURY**  
**GENERAL FUND**  
**APPROPRIATION ACCOUNTS**

**Department**

	ATM 3/1/09 Raise & App	Borrowing ATM STM	Free Cash Article	Other Financing Sources	STM Transfers	2010 Budget	2010 Transfer	2010 Revised budget	2010 Expenditures	2010 Encumbered	Return to General Fund
<b>Cable Advisory</b>											
Expenses	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 79.76	\$ -	\$ 20.24
Total	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 79.76	\$ -	\$ 20.24
<b>Historical Comm</b>											
Expenses	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ 206.73	\$ -	\$ 43.27
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ 206.73	\$ -	\$ 43.27
<b>TOTAL GEN GOVT</b>	\$ 1,982,825.00	\$ -	\$ -	\$ -	\$ -	\$ 1,982,825.00	\$ 125,492.20	\$ 2,108,317.20	\$ 2,043,888.96	\$ 16,005.76	\$ 48,422.48
<b>Police</b>											
Salaries	\$ 2,991,334.00	\$ -	\$ -	\$ -	\$ -	\$ 2,991,334.00	\$ (55,349.20)	\$ 2,935,984.80	\$ 2,874,070.17	\$ -	\$ 61,914.63
Expenses	\$ 222,050.00	\$ -	\$ -	\$ -	\$ -	\$ 222,050.00	\$ 64,549.00	\$ 286,599.00	\$ 255,516.21	\$ 30,644.74	\$ 438.05
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,482.13	\$ 6,482.13	\$ 6,482.13	\$ -	\$ -
Total	\$ 3,213,384.00	\$ -	\$ -	\$ -	\$ -	\$ 3,213,384.00	\$ 15,681.93	\$ 3,229,065.93	\$ 3,136,068.51	\$ 30,644.74	\$ 62,352.68
<b>Fire</b>											
Salaries	\$ 1,982,353.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 1,992,353.00	\$ 83,378.70	\$ 2,075,731.70	\$ 2,075,731.70	\$ -	\$ -
Expenses	\$ 228,275.00	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 243,275.00	\$ (5,000.00)	\$ 238,275.00	\$ 237,110.67	\$ 1,022.15	\$ 142.18
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,562.42	\$ 1,562.42	\$ 1,287.42	\$ -	\$ 275.00
Total	\$ 2,210,628.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 2,235,628.00	\$ 79,941.12	\$ 2,315,569.12	\$ 2,314,129.79	\$ 1,022.15	\$ 417.18
<b>Inspectional Svcs</b>											
Salaries	\$ 381,197.00	\$ -	\$ -	\$ -	\$ -	\$ 381,197.00	\$ 280.00	\$ 381,477.00	\$ 366,237.02	\$ -	\$ 15,239.98
Expenses	\$ 25,610.00	\$ -	\$ -	\$ -	\$ -	\$ 25,610.00	\$ -	\$ 25,610.00	\$ 20,527.92	\$ 945.00	\$ 4,137.08
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210.00	\$ 210.00	\$ 210.00	\$ -	\$ -
Total	\$ 406,807.00	\$ -	\$ -	\$ -	\$ -	\$ 406,807.00	\$ 490.00	\$ 407,297.00	\$ 386,974.94	\$ 945.00	\$ 19,377.06
<b>Harbormaster</b>											
Salaries	\$ 173,235.00	\$ -	\$ -	\$ -	\$ -	\$ 173,235.00	\$ -	\$ 173,235.00	\$ 168,729.01	\$ -	\$ 4,505.99
Expenses	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 1,500.00	\$ 21,500.00	\$ 21,428.60	\$ -	\$ 71.40
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73.50	\$ 73.50	\$ 73.50	\$ -	\$ -
Total	\$ 193,235.00	\$ -	\$ -	\$ -	\$ -	\$ 193,235.00	\$ 1,573.50	\$ 194,808.50	\$ 190,231.11	\$ -	\$ 4,577.39
<b>TOTAL PUB SAFETY</b>	\$ 6,024,054.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 6,049,054.00	\$ 97,686.55	\$ 6,146,740.55	\$ 6,027,404.35	\$ 32,611.89	\$ 86,724.31

**TOWN OF DUXBURY**  
GENERAL FUND  
APPROPRIATION ACCOUNTS

Department	ATM 3/14/09 Raise & App	Borrowing ATM STIM	Free Cash Article	Other Financing Sources	STIM Transfers	2010 Budget	2010 Transfer	2010 Revised budget	2010 Expenditures	2010 Encumbered	Return to General Fund
Education											
Salaries	\$ 21,425,105.88	\$ -	\$ -	\$ -	\$ -	\$ 21,425,105.88	\$ 90,254.22	\$ 21,515,360.10	\$ 21,370,597.07	\$ -	\$ 144,763.03
Expenses	\$ 6,221,352.12	\$ -	\$ -	\$ -	\$ -	\$ 6,221,352.12	\$ -	\$ 6,221,352.12	\$ 6,027,073.16	\$ 338,973.46	\$ (144,694.50)
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,537.92	\$ 232,537.92	\$ 228,282.07	\$ -	\$ 4,255.85
Total	\$ 27,646,458.00	\$ -	\$ -	\$ -	\$ -	\$ 27,646,458.00	\$ 322,792.14	\$ 27,969,250.14	\$ 27,625,952.30	\$ 338,973.46	\$ 4,324.38
<b>TOTAL EDUCATION</b>	<b>\$ 27,646,458.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,646,458.00</b>	<b>\$ 322,792.14</b>	<b>\$ 27,969,250.14</b>	<b>\$ 27,625,952.30</b>	<b>\$ 338,973.46</b>	<b>\$ 4,324.38</b>
DPW Management											
Salaries	\$ 251,073.00	\$ -	\$ -	\$ -	\$ -	\$ 251,073.00	\$ 5,742.00	\$ 256,815.00	\$ 255,229.45	\$ -	\$ 1,585.55
Expenses	\$ 31,250.00	\$ -	\$ -	\$ -	\$ -	\$ 31,250.00	\$ -	\$ 31,250.00	\$ 20,368.34	\$ 90.00	\$ 10,791.66
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00	\$ 90.00	\$ -	\$ -
Total	\$ 282,323.00	\$ -	\$ -	\$ -	\$ -	\$ 282,323.00	\$ 5,832.00	\$ 288,155.00	\$ 275,687.79	\$ 90.00	\$ 12,377.21
Vehicle Maintenance											
Salaries	\$ 98,796.00	\$ -	\$ -	\$ -	\$ -	\$ 98,796.00	\$ -	\$ 98,796.00	\$ 96,498.31	\$ -	\$ 2,297.69
Expenses	\$ 79,200.00	\$ -	\$ -	\$ -	\$ -	\$ 79,200.00	\$ -	\$ 79,200.00	\$ 75,563.39	\$ -	\$ 3,636.61
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ -
Total	\$ 177,996.00	\$ -	\$ -	\$ -	\$ -	\$ 177,996.00	\$ 100.00	\$ 178,096.00	\$ 172,161.70	\$ -	\$ 5,934.30
Highway Department											
Salaries	\$ 416,407.00	\$ -	\$ -	\$ -	\$ -	\$ 416,407.00	\$ -	\$ 416,407.00	\$ 395,718.99	\$ -	\$ 20,688.01
Expenses	\$ 52,300.00	\$ -	\$ -	\$ -	\$ -	\$ 52,300.00	\$ -	\$ 52,300.00	\$ 46,352.00	\$ 1,692.87	\$ 4,255.13
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Total	\$ 468,707.00	\$ -	\$ -	\$ -	\$ -	\$ 468,707.00	\$ 3,000.00	\$ 471,707.00	\$ 442,070.99	\$ 1,692.87	\$ 27,943.14
Snow & Ice											
Salaries	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 90,000.00	\$ -	\$ 90,000.00	\$ 89,980.28	\$ -	\$ 19.72
Expenses	\$ 94,200.00	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 174,200.00	\$ -	\$ 174,200.00	\$ 168,842.89	\$ -	\$ 5,357.11
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700.47	\$ 1,700.47	\$ 1,700.47	\$ -	\$ -
Total	\$ 149,200.00	\$ -	\$ -	\$ -	\$ 115,000.00	\$ 264,200.00	\$ 1,700.47	\$ 265,900.47	\$ 260,523.64	\$ -	\$ 5,376.83
Fuel Depot											
Expenses	\$ 242,500.00	\$ -	\$ -	\$ -	\$ -	\$ 242,500.00	\$ -	\$ 242,500.00	\$ 195,682.64	\$ -	\$ 46,817.36
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 242,500.00	\$ -	\$ -	\$ -	\$ -	\$ 242,500.00	\$ -	\$ 242,500.00	\$ 195,682.64	\$ -	\$ 46,817.36
Lands & Nat Res											
Salaries	\$ 364,108.00	\$ -	\$ -	\$ -	\$ -	\$ 364,108.00	\$ (8,836.76)	\$ 355,271.24	\$ 291,918.11	\$ -	\$ 63,353.13
Expenses	\$ 39,800.00	\$ -	\$ -	\$ -	\$ -	\$ 39,800.00	\$ -	\$ 39,800.00	\$ 35,967.27	\$ 336.30	\$ 3,496.43
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 403,908.00	\$ -	\$ -	\$ -	\$ -	\$ 403,908.00	\$ (8,836.76)	\$ 395,071.24	\$ 327,885.38	\$ 336.30	\$ 66,849.56

**TOWN OF DUXBURY**  
**GENERAL FUND**

**APPROPRIATION ACCOUNTS**

Department	ATM 3/14/09 Raise & App	Borrowing ATM/STM	Free Cash Article	Other Financing Sources	STM Transfers	2010 Budget	2010 Transfer	2010 Revised budget	2010 Expenditures	2010 Encumbered	Return to General Fund
Street Lights											
Expenses	\$ 39,000.00	\$ -	\$ -	\$ -	\$ -	\$ 39,000.00	\$ -	\$ 39,000.00	\$ 36,508.36	\$ -	\$ 2,491.64
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 39,000.00	\$ -	\$ -	\$ -	\$ -	\$ 39,000.00	\$ -	\$ 39,000.00	\$ 36,508.36	\$ -	\$ 2,491.64
Transfer Station											
Salaries	\$ 203,181.00	\$ -	\$ -	\$ -	\$ -	\$ 203,181.00	\$ -	\$ 203,181.00	\$ 183,784.22	\$ -	\$ 19,396.78
Expenses	\$ 551,928.00	\$ -	\$ -	\$ -	\$ -	\$ 551,928.00	\$ -	\$ 551,928.00	\$ 478,389.21	\$ 13,537.29	\$ 60,001.50
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,940.04	\$ 21,940.04	\$ -	\$ -	\$ -
Total	\$ 755,109.00	\$ -	\$ -	\$ -	\$ -	\$ 755,109.00	\$ 21,940.04	\$ 777,049.04	\$ 684,113.47	\$ 13,537.29	\$ 79,398.28
Sewer Department											
Salaries	\$ 14,900.00	\$ -	\$ -	\$ -	\$ -	\$ 14,900.00	\$ -	\$ 14,900.00	\$ 4,901.26	\$ -	\$ 9,998.74
Expenses	\$ 208,400.00	\$ -	\$ -	\$ -	\$ -	\$ 208,400.00	\$ -	\$ 208,400.00	\$ 155,408.28	\$ -	\$ 52,991.72
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,404.65	\$ 10,404.65	\$ 8,133.21	\$ -	\$ 2,271.44
Total	\$ 223,300.00	\$ -	\$ -	\$ -	\$ -	\$ 223,300.00	\$ 10,404.65	\$ 233,704.65	\$ 168,442.75	\$ -	\$ 65,261.90
Cemetery											
Salaries	\$ 336,321.00	\$ -	\$ -	\$ -	\$ -	\$ 336,321.00	\$ -	\$ 336,321.00	\$ 332,452.00	\$ -	\$ 3,869.00
Expenses	\$ 173,206.00	\$ -	\$ -	\$ -	\$ -	\$ 173,206.00	\$ -	\$ 173,206.00	\$ 158,748.11	\$ 3,664.09	\$ 10,793.80
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.90	\$ 32.90	\$ 32.90	\$ -	\$ -
Total	\$ 509,527.00	\$ -	\$ -	\$ -	\$ -	\$ 509,527.00	\$ 32.90	\$ 509,559.90	\$ 491,233.01	\$ 3,664.09	\$ 14,662.80
Central Building											
Salaries	\$ 42,811.00	\$ -	\$ -	\$ -	\$ -	\$ 42,811.00	\$ -	\$ 42,811.00	\$ 41,686.88	\$ -	\$ 1,124.12
Expenses	\$ 239,000.00	\$ -	\$ -	\$ -	\$ -	\$ 239,000.00	\$ -	\$ 239,000.00	\$ 194,394.49	\$ 421.42	\$ 44,184.09
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,324.72	\$ 3,324.72	\$ 3,324.72	\$ -	\$ -
Total	\$ 281,811.00	\$ -	\$ -	\$ -	\$ -	\$ 281,811.00	\$ 3,324.72	\$ 285,135.72	\$ 239,406.09	\$ 421.42	\$ 45,308.21
Building Maint											
Expenses	\$ 36,900.00	\$ -	\$ -	\$ -	\$ -	\$ 36,900.00	\$ 10,000.00	\$ 46,900.00	\$ 40,975.16	\$ -	\$ 5,924.84
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 36,900.00	\$ -	\$ -	\$ -	\$ -	\$ 36,900.00	\$ 10,000.00	\$ 46,900.00	\$ 40,975.16	\$ -	\$ 5,924.84
Tarkila											
Expenses	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 814.82	\$ -	\$ 385.18
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 814.82	\$ -	\$ 385.18
Animal Control											
Salaries	\$ 50,777.00	\$ -	\$ -	\$ -	\$ -	\$ 50,777.00	\$ 3,245.76	\$ 54,022.76	\$ 53,516.64	\$ -	\$ 506.12
Expenses	\$ 11,087.00	\$ -	\$ -	\$ -	\$ -	\$ 11,087.00	\$ -	\$ 11,087.00	\$ 9,018.08	\$ -	\$ 2,068.92
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 61,864.00	\$ -	\$ -	\$ -	\$ -	\$ 61,864.00	\$ 3,245.76	\$ 65,109.76	\$ 62,534.72	\$ -	\$ 2,575.04
TOTAL PUBLIC WORKS	\$ 3,633,345.00	\$ -	\$ -	\$ -	\$ 115,000.00	\$ 3,748,345.00	\$ 50,741.78	\$ 3,799,086.78	\$ 3,398,040.52	\$ 19,741.97	\$ 381,306.29



**TOWN OF DUXBURY**  
**GENERAL FUND**

**APPROPRIATION ACCOUNTS**

	Department	ATM 3/14/09 Raise & App	Borrowing ATM/STMI	Free Cash Article	Other Financing Sources	STM Transfers	2010 Budget	2010 Transfer	2010 Revised Budget	2010 Expenditures	2010 Encumbered	Return to General Fund
<b>Council on Aging</b>												
Salaries		\$ 281,314.00	\$ -	\$ -	\$ -	\$ -	\$ 281,314.00	\$ 5,239.00	\$ 286,553.00	\$ 284,054.26	\$ -	\$ 2,498.74
Expenses		\$ 118,765.00	\$ -	\$ -	\$ -	\$ -	\$ 118,765.00	\$ -	\$ 118,765.00	\$ 104,782.20	\$ 5,260.92	\$ 8,721.88
Encumber PY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 246.00	\$ 246.00	\$ -	\$ -	\$ -
Total		\$ 400,079.00	\$ -	\$ -	\$ -	\$ -	\$ 400,079.00	\$ 5,485.00	\$ 405,564.00	\$ 389,082.46	\$ 5,260.92	\$ 11,220.62
<b>Veteran's</b>												
Salaries		\$ 20,911.00	\$ -	\$ -	\$ -	\$ -	\$ 20,911.00	\$ (4,500.00)	\$ 16,411.00	\$ 13,605.38	\$ -	\$ 2,805.62
Expenses		\$ 45,650.00	\$ -	\$ -	\$ -	\$ 33,720.00	\$ 79,370.00	\$ 4,500.00	\$ 83,870.00	\$ 83,397.20	\$ 465.12	\$ 7.68
Encumber PY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,326.76	\$ 4,326.76	\$ -	\$ -	\$ -
Total		\$ 66,561.00	\$ -	\$ -	\$ -	\$ 33,720.00	\$ 100,281.00	\$ 4,326.76	\$ 104,607.76	\$ 101,329.34	\$ 465.12	\$ 2,813.30
<b>Ply. Cty. Cooperative Ext.</b>												
Expenses		\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -
Encumber PY		\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -
Total		\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ -
<b>TOTAL HUMAN SERVICES</b>												
		\$ 466,840.00	\$ -	\$ -	\$ -	\$ 33,720.00	\$ 500,560.00	\$ 9,811.76	\$ 510,371.76	\$ 490,611.80	\$ 5,726.04	\$ 14,033.92
<b>Library</b>												
Salaries		\$ 849,297.00	\$ -	\$ -	\$ -	\$ -	\$ 849,297.00	\$ 11,138.00	\$ 860,435.00	\$ 860,332.13	\$ -	\$ 102.87
Expenses		\$ 307,071.00	\$ -	\$ -	\$ -	\$ (1,700.00)	\$ 307,071.00	\$ (1,700.00)	\$ 305,371.00	\$ 288,722.73	\$ 5,307.91	\$ 11,340.36
Encumber PY		\$ -	\$ -	\$ -	\$ -	\$ 4,518.00	\$ -	\$ 4,518.00	\$ 4,518.00	\$ 3,175.98	\$ -	\$ 1,342.02
Total		\$ 1,156,368.00	\$ -	\$ -	\$ -	\$ -	\$ 1,156,368.00	\$ 13,956.00	\$ 1,170,324.00	\$ 1,152,230.84	\$ 5,307.91	\$ 12,785.25
<b>Recreation</b>												
Salaries		\$ 141,826.00	\$ -	\$ -	\$ -	\$ -	\$ 141,826.00	\$ 396.00	\$ 142,222.00	\$ 141,614.75	\$ -	\$ 607.25
Expenses		\$ 1,900.00	\$ -	\$ -	\$ -	\$ -	\$ 1,900.00	\$ -	\$ 1,900.00	\$ 850.22	\$ -	\$ 1,049.78
Encumber PY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 143,726.00	\$ -	\$ -	\$ -	\$ -	\$ 143,726.00	\$ 396.00	\$ 144,122.00	\$ 142,464.97	\$ -	\$ 1,657.03
<b>Pool</b>												
Salaries		\$ -	\$ -	\$ -	\$ -	\$ 44,750.00	\$ 44,750.00	\$ (5,000.00)	\$ 39,750.00	\$ 19,241.09	\$ -	\$ 20,508.91
Expenses		\$ 7,000.00	\$ -	\$ -	\$ -	\$ 21,125.00	\$ 28,125.00	\$ -	\$ 28,125.00	\$ 21,195.26	\$ 6,914.49	\$ 15.25
Encumber PY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,341.66	\$ 5,341.66	\$ 3,772.94	\$ -	\$ 1,568.72
Total		\$ 7,000.00	\$ -	\$ -	\$ -	\$ 65,875.00	\$ 72,875.00	\$ 341.66	\$ 73,216.66	\$ 44,209.29	\$ 6,914.49	\$ 22,092.88
<b>North Hill</b>												
Expenses		\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
Encumber PY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 1,000.00
<b>Lifeguards</b>												
Salaries		\$ 16,770.00	\$ -	\$ -	\$ -	\$ -	\$ 16,770.00	\$ -	\$ 16,770.00	\$ 16,434.88	\$ -	\$ 335.12
Expenses		\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,075.78	\$ -	\$ 24.22
Encumber PY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875.67	\$ 875.67	\$ 875.67	\$ -	\$ -
Total		\$ 17,870.00	\$ -	\$ -	\$ -	\$ -	\$ 17,870.00	\$ 875.67	\$ 18,745.67	\$ 18,386.33	\$ -	\$ 359.34

**TOWN OF DUXBURY**  
GENERAL FUND  
APPROPRIATION ACCOUNTS

	ATM 3/14/09 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2010 Budget	2010 Transfer	2010 Revised budget	2010 Expenditures	2010 Encumbered	Return to General Fund
Public Celebrations											
Expenses	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,368.91	\$ -	\$ 131.09
Total	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,368.91	\$ -	\$ 131.09
<b>TOTAL LIBRARY &amp; RECREATION</b>	<b>\$ 1,331,464.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,875.00</b>	<b>\$ 1,397,339.00</b>	<b>\$ 15,569.33</b>	<b>\$ 1,412,908.33</b>	<b>\$ 1,362,660.34</b>	<b>\$ 12,222.40</b>	<b>\$ 38,025.59</b>
Medicare	\$ 420,700.00	\$ -	\$ -	\$ -	\$ -	\$ 420,700.00	\$ -	\$ 420,700.00	\$ 406,836.85	\$ -	\$ 13,863.15
Health Insurance	\$ 6,731,744.00	\$ -	\$ -	\$ -	\$ -	\$ 6,731,744.00	\$ (59,000.00)	\$ 6,672,744.00	\$ 6,051,627.97	\$ -	\$ 621,116.03
Pensions- noncont	\$ 29,500.00	\$ -	\$ -	\$ -	\$ -	\$ 29,500.00	\$ -	\$ 29,500.00	\$ 27,277.47	\$ -	\$ 2,222.53
Pensions- cont	\$ 1,905,038.00	\$ -	\$ -	\$ -	\$ -	\$ 1,905,038.00	\$ -	\$ 1,905,038.00	\$ 1,905,038.00	\$ -	\$ -
Unemployment	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 176,400.00	\$ 226,400.00	\$ -	\$ 226,400.00	\$ 118,505.14	\$ 50,000.00	\$ 57,894.86
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,124.50	\$ -	\$ 3,585.67	\$ -	\$ 538.83
Worker's Comp	\$ 235,000.00	\$ -	\$ -	\$ -	\$ -	\$ 235,000.00	\$ -	\$ 235,000.00	\$ 222,361.30	\$ -	\$ 12,638.70
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire, Liability Ins	\$ 310,000.00	\$ -	\$ -	\$ -	\$ -	\$ 310,000.00	\$ -	\$ 310,000.00	\$ 220,348.70	\$ -	\$ 89,651.30
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unpaid Bills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve Fund	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ (28,500.00)	\$ 71,500.00	\$ -	\$ -	\$ 71,500.00
Principal	\$ 1,761,774.00	\$ -	\$ -	\$ -	\$ -	\$ 1,761,774.00	\$ -	\$ 1,761,774.00	\$ 1,761,773.89	\$ -	\$ 0.11
Interest	\$ 569,680.00	\$ -	\$ -	\$ -	\$ -	\$ 569,680.00	\$ -	\$ 569,680.00	\$ 569,679.05	\$ -	\$ 0.95
Bond Expense	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 2,449.86	\$ -	\$ 17,550.14
Short-term Interest	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 17,949.67	\$ -	\$ 2,050.33
<b>TOTAL ADMIN</b>	<b>\$ 12,153,436.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,400.00</b>	<b>\$ 12,329,836.00</b>	<b>\$ (83,375.50)</b>	<b>\$ 12,246,460.50</b>	<b>\$ 11,307,433.57</b>	<b>\$ 50,000.00</b>	<b>\$ 889,026.93</b>
<b>GRAND TOTAL</b>	<b>\$ 53,236,422.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 415,995.00</b>	<b>\$ 53,654,417.00</b>	<b>\$ 538,720.26</b>	<b>\$ 54,193,137.26</b>	<b>\$ 52,255,991.84</b>	<b>\$ 475,281.52</b>	<b>\$ 1,461,863.90</b>
General Government											
Public Safety	\$ 1,982,825.00	\$ -	\$ -	\$ -	\$ -	\$ 1,982,825.00	\$ 125,492.20	\$ 2,108,317.20	\$ 2,043,888.96	\$ 16,005.76	\$ 48,422.48
Education	\$ 6,024,054.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 6,049,054.00	\$ 97,686.55	\$ 6,146,740.55	\$ 6,027,404.35	\$ 32,611.89	\$ 86,724.31
Public Works	\$ 27,646,458.00	\$ -	\$ -	\$ -	\$ -	\$ 27,646,458.00	\$ 322,792.14	\$ 27,969,250.14	\$ 27,625,952.30	\$ 338,973.46	\$ 4,324.38
Human Services	\$ 3,633,345.00	\$ -	\$ -	\$ -	\$ 115,000.00	\$ 3,748,345.00	\$ 50,743.78	\$ 3,799,088.78	\$ 3,398,040.52	\$ 19,741.97	\$ 381,306.29
Library & Recreation	\$ 466,840.00	\$ -	\$ -	\$ -	\$ 33,720.00	\$ 500,560.00	\$ 9,811.76	\$ 510,371.76	\$ 490,611.80	\$ 5,726.04	\$ 14,033.92
Fixed Costs	\$ 1,331,464.00	\$ -	\$ -	\$ -	\$ 65,875.00	\$ 1,397,339.00	\$ 15,569.33	\$ 1,412,908.33	\$ 1,362,660.34	\$ 12,222.40	\$ 38,025.59
<b>TOTAL GENERAL FUND</b>	<b>\$ 12,153,436.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 176,400.00</b>	<b>\$ 12,329,836.00</b>	<b>\$ (83,375.50)</b>	<b>\$ 12,246,460.50</b>	<b>\$ 11,307,433.57</b>	<b>\$ 50,000.00</b>	<b>\$ 889,026.93</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 53,236,422.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 415,995.00</b>	<b>\$ 53,654,417.00</b>	<b>\$ 538,720.26</b>	<b>\$ 54,193,137.26</b>	<b>\$ 52,255,991.84</b>	<b>\$ 475,281.52</b>	<b>\$ 1,461,863.90</b>

**TOWN OF DUNBURY**  
**Continued Appropriations**  
**General Fund**

	6/30/2009 Balances	Original Budget Voted from 3/09 ATM	Available Budget	Supplemental Appropriations Presented on FY 11 Receipt	Total Balance 7/1/2009	Transfers	FY 2010 Expenditures To-Date	Balance As of 6/30/2010	Departmental Retained Balances	Balance Closed Out At Year-end
<b>General Government</b>										
Selection										
Article 10 3/96 ATM - A.D.A. Compliance	15,875.04		15,875.04		15,875.04		500.00	15,375.04		-
Article 11 3/09 ATM - Dunbury Beach Lease	-	400,000.00	400,000.00		400,000.00		400,000.00	-		-
Article 12 3/09 ATM - July 4th Parade	-	10,000.00	10,000.00		10,000.00		10,000.00	-		-
Personnel Board										
Article 7 3/07 ATM - Compensation Adjustments	18,203.30		18,203.30		18,203.30	(18,203.30)	-	-		-
Article 8 3/08 ATM - Compensation Adjustments	31,369.00		31,369.00		31,369.00	(31,369.00)	-	-		-
Article 9 3/08 ATM - Funding Collective Agreements	2,275.00		2,275.00		2,275.00	-	-	2,275.00		2,275.00
Article 7 3/09 ATM - Compensation Adjustments	50,000.00	50,000.00	50,000.00		50,000.00	(23,555.70)	-	26,444.30	26,444.30	1,708.00
Article 3-4 3/10 STM - Funding Collective Agreements				7,995.00	7,995.00	(6,287.00)	-	1,708.00	-	-
Information Systems										
Article 6-1 3/02 ATM - Technology	6,685.82		6,685.82		6,685.82		-	6,685.82	6,685.82	-
Article 6-1A 3/06 ATM - PC Replacement	11,489.06		11,489.06		11,489.06		7,886.08	3,602.98	3,602.98	-
Article 6-1A 3/08 ATM - Document Mgmt. Software	30,000.00		30,000.00		30,000.00		7,693.53	22,306.47	22,306.47	-
Article 6-1B 3/08 ATM - Emer. Mgmt. Serv. Software	39,979.00		39,979.00		39,979.00		39,979.00	-	-	-
Article 6-1A 3/09 ATM - Mobile Cruise Data Units		14,730.00	14,730.00		14,730.00		14,223.70	506.30	-	506.30
Article 6-1B 3/09 ATM - Emergency Management Services Software		5,315.00	5,315.00		5,315.00		-	5,315.00	-	5,315.00
Conservation										
Article 6-1C 3/09 ATM - Conservation Vehicle	-	13,000.00	13,000.00		13,000.00		13,000.00	-	-	-
Planning Board										
Article 27 3/04 ATM - Street Mapping	4,861.80		4,861.80		4,861.80		-	4,861.80	4,861.80	-
<b>Total General Government:</b>	<b>160,738.02</b>	<b>493,045.00</b>	<b>653,783.02</b>	<b>7,995.00</b>	<b>661,778.02</b>	<b>(79,415.00)</b>	<b>493,282.31</b>	<b>89,080.71</b>	<b>79,276.41</b>	<b>9,804.30</b>
<b>Public Safety</b>										
Fire										
Article 6-2A 3/09 ATM - Inflatable Boat & Motor	-	40,000.00	40,000.00		40,000.00		39,920.98	79.02	-	79.02
Article 6-2B 3/09 ATM - Fire Hose Replacement	-	19,521.00	19,521.00		19,521.00		19,521.00	-	-	-
Article 6-2C 3/09 ATM - Self-contained Breathing Apparatus	-	8,000.00	8,000.00		8,000.00		8,000.00	-	-	-
Article 6-2D 3/09 ATM - Fire Engine Tire Replacement	-	5,000.00	5,000.00		5,000.00		4,855.80	144.20	-	144.20
Article 3-5 3/10 STM - Funding Collective Agreements	-	-	-	58,968.70	58,968.70	(58,968.70)	-	-	-	-
Animal Control										
Article 2 3/10 STM - Unpaid Bills	-	-	-	340.72	340.72		340.72	-	-	-
Harbormaster Beach Management										
Article 6-1 3/07 ATM - Overhaul Marine Unit #3	1,225.41		1,225.41		1,225.41		907.03	318.38	318.38	-
Article 6-2I 3/08 ATM - Town Pier Mooring Gear	229.20		229.20		229.20		153.98	75.22	-	75.22
Article 6-2I 3/09 ATM - Aids to Navigation	-	10,935.00	10,935.00		10,935.00		2,392.89	8,542.11	8,542.11	-
<b>Total Public Safety:</b>	<b>1,454.61</b>	<b>83,456.00</b>	<b>84,910.61</b>	<b>59,309.42</b>	<b>144,220.03</b>	<b>(58,968.70)</b>	<b>76,092.40</b>	<b>9,156.93</b>	<b>8,542.11</b>	<b>616.82</b>



**TOWN OF DUNBURY**  
**Continued Appropriations**  
**General Fund**

Department	6/30/2009 Balances	Original Budget Voted from 3/09 ATM	Available Budget	Supplemental Appropriations Presented on FY 11 Recp	Total Balance 7/1/2009	Transfers	FY 2010 Expenditures To-Date	Balance As of 6/30/2010	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Education</b>										
Dunbury Public Schools										
Article 7-4 3/08 ATM - Textbooks - Math	94.30		94.30		94.30			94.30	-	94.30
Article 7-4 3/08 ATM - Textbooks - Social Studies	1,171.78		1,171.78		1,171.78		1,114.52	57.26	-	57.26
Article 7-4 3/08 ATM - Textbooks - World Language	1,596.08		1,596.08		1,596.08		1,537.38	58.70	-	58.70
Article 7-4 3/08 ATM - Textbooks - English	352.43		352.43		352.43		-	352.43	-	352.43
Article 7-4 3/08 ATM - Textbooks - Science	833.74		833.74		833.74		754.00	79.74	-	79.74
Article 7-4 3/08 ATM - Textbooks - Library - System Wide	1,579.63		1,579.63		1,579.63		394.63	1,185.00	1,185.00	-
Article 7-4 3/08 ATM - Other Capital Items - Tile Replacement	26,373.95		26,373.95		26,373.95		26,373.95	-	-	-
Article 7-4 3/08 ATM - Other Capital Items - Carpet Replacement	5,113.00		5,113.00		5,113.00		5,113.00	-	-	-
Article 6-6 3/09 ATM - Library Software Upgrades - System Wide	14,268.00	14,268.00	14,268.00		14,268.00		14,268.00	-	-	-
Article 6-6 3/09 ATM - Network Upgrades - System Wide	10,000.00	10,000.00	10,000.00		10,000.00		9,351.00	649.00	-	649.00
Article 6-6 3/09 ATM - Mobile Class Computer System - System Wide	35,000.00	35,000.00	35,000.00		35,000.00		34,978.90	21.10	-	21.10
Article 6-6 3/09 ATM - Replace Computers - System Wide	90,000.00	90,000.00	90,000.00		90,000.00		89,741.85	258.15	-	258.15
Article 6-6 3/09 ATM - Install Wireless System Phase II - DHS	12,000.00	12,000.00	12,000.00		12,000.00		11,995.00	5.00	-	5.00
Article 6-6 3/09 ATM - World Language Lab Hardware & Software - DHS	32,500.00	32,500.00	32,500.00		32,500.00		32,489.50	10.50	-	10.50
Article 6-6 3/09 ATM - Construct New Classrooms	20,000.00	20,000.00	20,000.00		20,000.00		20,000.00	-	-	-
Article 6-6 3/09 ATM - New Classroom Furniture	5,000.00	5,000.00	5,000.00		5,000.00		5,000.00	-	-	-
Article 6-6 3/09 ATM - Replace Classroom Furniture	20,000.00	20,000.00	20,000.00		20,000.00		20,000.00	-	-	-
Article 6-6 3/09 ATM - Purchase & Replace Cafeteria Tables	12,000.00	12,000.00	12,000.00		12,000.00		12,000.00	-	-	-
Article 6-6 3/09 ATM - Convert to White Marker Boards	9,000.00	9,000.00	9,000.00		9,000.00		8,929.18	70.82	-	70.82
Article 6-6 3/09 ATM - Replace Drama Scaffolding	5,000.00	5,000.00	5,000.00		5,000.00		5,000.00	-	-	-
Article 6-6 3/09 ATM - Repair and Improve Air Conditioning - DHS	10,000.00	10,000.00	10,000.00		10,000.00		10,000.00	-	-	-
Article 6-6 3/09 ATM - Replace Floor Cleaner/Polishers (2)	11,990.00	11,990.00	11,990.00		11,990.00		11,990.00	90.00	-	90.00
Article 6-6 3/09 ATM - Renovate Tennis Courts - DHS	75,000.00	75,000.00	75,000.00		75,000.00		60,452.00	14,548.00	-	14,548.00
Article 6-6 3/09 ATM - Repair Indoor and Outdoor Bleachers - DHS	13,000.00	13,000.00	13,000.00		13,000.00		12,835.00	165.00	-	165.00
Article 6-6 3/09 ATM - Replace 1998 Utility Van	25,910.00	25,910.00	25,910.00		25,910.00		20,415.00	5,495.00	-	5,495.00
Article 3-1 3/10 STM - Funding Collective Agreements	-	82,353.48	-	82,353.48	82,353.48	(82,353.48)	-	-	-	-
Article 3-2 3/10 STM - Funding Collective Agreements	-	3,264.40	-	3,264.40	3,264.40	(3,264.40)	-	-	-	-
Article 3-3 3/10 STM - Funding Collective Agreements	-	4,636.34	-	4,636.34	4,636.34	(4,636.34)	-	-	-	-
<b>Total Education:</b>	37,114.91	400,668.00	437,782.91	90,254.22	528,037.13	(90,254.22)	414,642.91	23,140.00	1,185.00	21,955.00
<b>Public Works</b>										
DPW Administration										
Article 6-4 3/00 ATM - Town Landings	11,875.83		11,875.83		11,875.83		1,709.00	10,166.83	10,166.83	-
Article 6-4 3/01 ATM - Landings	50,000.00		50,000.00		50,000.00		-	50,000.00	50,000.00	-
Article 6-4 3/04 ATM - Remodel Crematory (Design)	80,000.00	(80,000.00)	-		-		-	-	-	-
Article 11 3/05 STM - Powder Point Bridge	23,054.44		23,054.44		23,054.44		2,400.97	20,653.47	20,653.47	-
Article 5 3/09 STM - Inflow & Infiltration Study - Garnet Rd	22,847.50		22,847.50		22,847.50		4,000.00	18,847.50	18,847.50	-
Article 6-3A 3/09 ATM - Garage Metal Walls	-	12,000.00	12,000.00		12,000.00		6,800.00	5,200.00	5,200.00	-
DPW Vehicle Maintenance										
Article 2 3/10 STM - Unpaid Bills	-	-	-	134.45	134.45		134.45	-	-	-
Snow and Ice										
Article 2 3/10 STM - Unpaid Bills	-	-	-	650.46	650.46		650.46	-	-	-
Cemetery										
Article 6-2 3/07 ATM - Re-line Crematory Retorts	2,618.46		2,618.46		2,618.46		2,618.46	-	-	-
Article 6-3E 3/08 ATM - Re-Line Crematory Retorts	6,606.04		6,606.04		6,606.04		6,606.04	-	-	-
Article 6-4B 3/09 ATM Re-Line Crematory Retorts	70,000.00	70,000.00	70,000.00		70,000.00		68,141.93	1,858.07	1,858.07	0.00
Article 6-4C 3/09 ATM - Toro Workman	22,640.00	22,640.00	22,640.00		22,640.00		22,640.00	-	-	-
Article 6-3D 3/09 ATM - New Crematory Design	80,000.00	80,000.00	80,000.00		80,000.00		35,879.95	44,120.05	44,120.05	-
Article 2 3/10 STM - Unpaid Bills	-	-	-	1,770.04	1,770.04		1,770.04	-	-	-
Central Building										
Article 6-3A 3/08 ATM - Town Hall Air Handler	40,000.00	40,000.00	40,000.00		40,000.00		1,173.08	40,000.00	40,000.00	-
Article 2 3/10 STM - Unpaid Bills	-	-	-	1,173.08	1,173.08		1,173.08	-	-	-
Building Maintenance										
Article 2 3/10 STM - Unpaid Bills	-	-	-	206.08	206.08		206.08	-	-	206.08
Lands & Natural Resources										
Article 7 2 3/08 ATM - Hazardous Tree Removal	20,947.09	20,947.09	20,947.09		20,947.09		10,743.44	10,203.65	10,203.65	-
<b>Total Public Works:</b>	257,949.36	104,648.00	362,597.36	3,934.11	366,531.47	-	165,867.82	201,255.65	182,202.07	19,053.58

**TOWN OF DUXBURY  
Continued Appropriations  
General Fund**

Department	6/30/2009 Balances	Original Budget Voted from 3/09 ATM	Available Budget	Supplemental Appropriations Presented on FY 11 Recap	Total Balance 7/1/2009	Transfers	FY 2010 Expenditures To-Date	Balance As of 6/30/2010	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Human Services</b>										
Council on Aging										
Article 6-4 3/09 ATM - Kitchen Floor Replacement	-	5,931.00	5,931.00	-	5,931.00	-	5,930.36	0.64	-	0.64
Veterans' Services										
Article 2 3/10 STM - Unpaid Bills	-	-	-	1,252.51	1,252.51	-	1,252.51	-	-	-
<b>Total Human Services:</b>	-	5,931.00	5,931.00	1,252.51	7,183.51	-	7,182.87	0.64	-	0.64
<b>Culture &amp; Recreation</b>										
Library										
Article 6-5 3/00 ATM - Technology	8,052.35	-	8,052.35	-	8,052.35	-	2,995.95	5,056.40	5,056.40	-
Article 6-5A 3/09 ATM - Replace Gas Water Heater	-	2,000.00	2,000.00	-	2,000.00	-	-	2,000.00	2,000.00	-
Recreation										
Article 6-5B 3/09 ATM - Install Playground Surfacing	-	5,000.00	5,000.00	-	5,000.00	-	-	5,000.00	-	5,000.00
Pool										
Article 6-6 3/06 ATM - Paint Pool Area	35,000.00	-	35,000.00	-	35,000.00	-	34,832.46	167.54	-	167.54
North Hill										
Article 6-6 3/02 ATM - Install Cart Paths	4,000.00	-	4,000.00	-	4,000.00	-	-	4,000.00	-	4,000.00
Article 6-4 3/08 ATM - Replacement Parts Irrigation System	8,000.00	-	8,000.00	-	8,000.00	-	-	8,000.00	-	-
Article 6-5C 3/09 ATM - Replace Irrigation Pump-North Hill Golf Course	-	10,000.00	10,000.00	-	10,000.00	-	-	10,000.00	-	-
<b>Total Culture &amp; Recreation:</b>	55,052.35	17,000.00	72,052.35	-	72,052.35	-	37,828.41	34,223.94	25,056.40	9,167.54
<b>Other Unclassified</b>										
Crematory Cemetery Stabilization Fund Art. 29 ATM 3/14/09	-	60,000.00	60,000.00	-	60,000.00	-	60,000.00	-	-	-
Unemployment Trust Fund Art. 6 STM 3/13/2010	-	-	-	200,000.00	200,000.00	-	200,000.00	-	-	-
Stabilization Fund Art. #10 STM 3/13/2010	-	60,000.00	60,000.00	300,000.00	300,000.00	-	300,000.00	-	-	-
<b>Total Other Unclassified:</b>	-	60,000.00	60,000.00	500,000.00	560,000.00	-	560,000.00	-	-	-
<b>Total Balances:</b>	512,309.25	1,164,740.00	1,677,049.25	662,745.26	2,339,794.51	(228,637.92)	1,754,296.72	356,859.87	296,261.99	60,597.88

***Town of Duxbury***  
**Fund 220**  
**School Cafeteria**  
**Analysis of Revenue & Expenditures**  
**June 30, 2010**

**Revenues:**

	<b>CAFETERIA</b>	<b>BREADBOARD</b>	<b>TOTALS</b>
Lunchroom	\$ 844,758.41	\$ 1,028.00	\$ 845,786.41
Section 4: (Reduced Lunch)	\$ 48,036.04	\$ -	\$ 48,036.04
Section 11: (Free Lunch)	\$ 36,971.50	\$ -	\$ 36,971.50
State Aid: (Full Paid Lunch)	\$ 12,076.78	\$ -	\$ 12,076.78
Federal Aid: Breakfast	\$ 2,177.29	\$ -	\$ 2,177.29
	<u>\$ 944,020.02</u>	<u>\$ 1,028.00</u>	<u>\$ 945,048.02</u>

**Expenditures:**

Personal Services	\$ 334,929.65	\$ -	\$ 334,929.65
Food & Food Service Supplies	\$ 393,413.04	\$ 5,900.29	\$ 399,313.33
Other Charges	\$ 17,144.26	\$ -	\$ 17,144.26
Group Health Insurance	\$ 129,504.21	\$ -	\$ 129,504.21
	<u>\$ 874,991.16</u>	<u>\$ 5,900.29</u>	<u>\$ 880,891.45</u>
 <b>Sub-Total</b>	 <b>\$ 69,028.86</b>	 <b>\$ (4,872.29)</b>	 <b>\$ 64,156.57</b>
 Warrants Payable	 \$ 31,316.10	 \$ -	 \$ 31,316.10
 Balance: July 1, 2009	 \$ -	 \$ (2,311.07)	 \$ (2,311.07)
<b>Sub-Total</b>	<u><b>\$ 100,344.96</b></u>	<u><b>\$ (7,183.36)</b></u>	<u><b>\$ 93,161.60</b></u>
 <b>Grand Total</b>	 <u><b>\$ 100,344.96</b></u>	 <u><b>\$ (7,183.36)</b></u>	 <u><b>\$ 93,161.60</b></u>



**Town of Duxbury**  
**Fund 241**  
**School Federal Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

	<b>BALANCE FORWARD July 1, 2009</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>BALANCE June 30, 2010</b>
<b>FEDERAL GRANTS</b>				
FY09 Title I	\$ (6,803.78)	\$ 11,996.00	\$ 5,192.22	\$ -
FY10 Title I	\$ -	\$ 56,527.00	\$ 66,590.00	\$ (10,063.00)
FY09 Title II Part A	\$ 141.00	\$ -	\$ 141.00	\$ -
FY10 Title II Part A(Teacher Quality)	\$ -	\$ 43,464.00	\$ 43,450.00	\$ 14.00
FY09 Title II Part D	\$ 1,420.00	\$ -	\$ 1,420.00	\$ -
FY09 SPED Prof Development	\$ 235.00	\$ -	\$ 235.00	\$ -
FY09 Drug Free School	\$ 269.92	\$ -	\$ 269.92	\$ -
FY10 Drug Free Schools	\$ -	\$ 6,918.00	\$ 6,918.00	\$ -
FY09 School Library & Incentive	\$ 132.13	\$ -	\$ 132.13	\$ -
FY09 SPED 94-142	\$ -	\$ -	\$ -	\$ -
FY10 SPED 94-142	\$ -	\$ 620,608.00	\$ 711,421.00	\$ (90,813.00)
FY10 Enhanced Ed Thru Tech	\$ -	\$ 1,231.00	\$ 1,231.00	\$ -
FY10 Early Childhood	\$ -	\$ 15,161.00	\$ 15,161.00	\$ -
FY10 IDEA	\$ -	\$ 286,703.00	\$ 392,250.00	\$ (105,547.00)
FY10 ARRA SFSF	\$ -	\$ 126,865.00	\$ 9,121.35	\$ 117,743.65
FY10 IDEA Early Childhood	\$ -	\$ 15,775.00	\$ 15,500.00	\$ 275.00
<b>Sub-Total</b>	<b>\$ (4,605.73)</b>	<b>\$ 1,185,248.00</b>	<b>\$ 1,269,032.62</b>	<b>\$ (88,390.35)</b>
Warrants Payable	\$ 12,421.80	\$ 72,278.79	\$ 12,421.80	\$ 72,278.79
<b>Grand Total</b>	<b>\$ 7,816.07</b>	<b>\$ 1,257,526.79</b>	<b>\$ 1,281,454.42</b>	<b>\$ (16,111.56)</b>

**Fund 242**  
**School State Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

<b>SCHOOL STATE GRANTS</b>				
FY09 Academic Support	\$ 1,813.45	\$ -	\$ 1,813.25	\$ 0.20
FY10 Academic Support	\$ -	\$ 7,275.00	\$ 10,310.00	\$ (3,035.00)
FY09 Circuit Breaker	\$ 410.67	\$ 159,146.00	\$ 159,556.67	\$ -
FY10 Circuit Breaker	\$ -	\$ 283,614.00	\$ -	\$ 283,614.00
FY09 Community Part: Coord & Plan	\$ (8,293.66)	\$ 8,388.00	\$ 94.34	\$ -
FY09 Community Part: Direct Sc	\$ 8,065.79	\$ -	\$ 8,065.79	\$ -
FY09 Community Part: Accreditation	\$ 940.21	\$ -	\$ 940.21	\$ -
FY09 Mass Tech Collab	\$ 8,160.00	\$ 2,270.00	\$ 10,430.00	\$ -
FY10 Community Part:Family Eng.	\$ -	\$ 13,431.00	\$ 13,431.00	\$ -
FY10 Community Part: Prog & Pract	\$ -	\$ 3,765.00	\$ 3,765.00	\$ -
<b>Sub-Total</b>	<b>\$ 11,096.46</b>	<b>\$ 477,889.00</b>	<b>\$ 208,406.26</b>	<b>\$ 280,579.20</b>
Warrants Payable	\$ 19,097.01	\$ 1,775.00	\$ 19,097.01	\$ 1,775.00
<b>Grand Total:</b>	<b>\$ 30,193.47</b>	<b>\$ 477,889.00</b>	<b>\$ 208,406.26</b>	<b>\$ 282,354.20</b>

**Town of Duxbury**  
**Fund 243**  
**School Gift Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

	BALANCE FORWARD July 1, 2009	REVENUES	EXPENDITURES	BALANCE June 30, 2010
<b>SCHOOL GIFTS</b>				
FY07 Duxbury Foundation	\$ 281.75	\$ -	\$ -	\$ 281.75
FY08 Duxbury Foundation	\$ 4,564.85	\$ -	\$ -	\$ 4,564.85
FY09 Duxbury Foundation	\$ 8,290.26	\$ -	\$ 7,385.49	\$ 904.77
FY010Duxbury Foundation	\$ -	\$ 93,254.00	\$ 21,102.78	\$ 72,151.22
<b>Sub-Total</b>	<b>\$ 13,136.86</b>	<b>\$ 93,254.00</b>	<b>\$ 28,488.27</b>	<b>\$ 77,902.59</b>
Warrants Payable	\$ 8,364.00	\$ 3,695.99	\$ 8,364.00	\$ 3,695.99
<b>Grand Total</b>	<b>\$ 21,500.86</b>	<b>\$ 96,949.99</b>	<b>\$ 36,852.27</b>	<b>\$ 81,598.58</b>

**Fund 244**  
**School Revolving Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

<b>REVOLVING ACCOUNTS</b>				
Adult Education	\$ 286,181.16	\$ 1,794,451.28	\$ 1,756,322.92	\$ 324,309.52
Athletic Association	\$ 16,574.68	\$ 354,363.98	\$ 326,428.07	\$ 44,510.59
Integrated Pre School	\$ -	\$ 73,958.72	\$ 73,958.72	\$ -
Tuition Revolving	\$ 82,761.04	\$ 67,731.20	\$ 28,974.18	\$ 121,518.06
Co-Curricular-High School	\$ 31,204.19	\$ 41,060.11	\$ 52,981.47	\$ 19,282.83
Co-Curricular-DMS School	\$ 6,561.50	\$ 31,345.00	\$ 21,082.56	\$ 16,823.94
	<b>\$ 423,282.57</b>	<b>\$ 2,362,910.29</b>	<b>\$ 2,259,747.92</b>	<b>\$ 526,444.94</b>
<b>MISCELLANEOUS:</b>				
Bus Transportation	\$ 5,036.09	\$ 225,659.35	\$ 195,132.49	\$ 35,562.95
Performing Arts Center	\$ (16,857.94)	\$ 82,451.79	\$ 64,822.60	\$ 771.25
Parking Fees	\$ 15,308.07	\$ 13,016.00	\$ 22,363.45	\$ 5,960.62
DPS ART Cards	\$ 15,984.24	\$ 13,949.00	\$ 11,516.99	\$ 18,416.25
Community Part. For Children	\$ 3,737.75	\$ 4,640.00	\$ 4,833.83	\$ 3,543.92
Book Fund	\$ -	\$ 8,460.00	\$ (97.27)	\$ 8,557.27
	<b>\$ 23,208.21</b>	<b>\$ 348,176.14</b>	<b>\$ 298,572.09</b>	<b>\$ 72,812.26</b>
<b>STUDENT ACTIVITIES:</b>				
Alden School Activities	\$ 5,364.76	\$ -	\$ -	\$ 5,364.76
Chandler School Activities	\$ 20.34	\$ -	\$ -	\$ 20.34
DMS Student Activities	\$ (128.51)	\$ 108,933.16	\$ 108,797.03	\$ 7.62
High School Activities	\$ 20,771.18	\$ 332,106.93	\$ 348,799.78	\$ 4,078.33
	<b>\$ 26,027.77</b>	<b>\$ 441,040.09</b>	<b>\$ 457,596.81</b>	<b>\$ 9,471.05</b>
<b>Sub-Total</b>	<b>\$ 472,518.55</b>	<b>\$ 3,152,126.52</b>	<b>\$ 3,015,916.82</b>	<b>\$ 608,728.25</b>
<b>PREPAID PROGRAMS FY 2011</b>				
School Bus Transportation	\$ 127,123.85	\$ 100,360.00	\$ 127,123.85	\$ 100,360.00
Intergrated PreSchool	\$ 2,040.00	\$ 10,412.00	\$ 2,040.00	\$ 10,412.00
KED/Extended Summer Program	\$ 47,922.50	\$ 37,438.50	\$ 47,922.50	\$ 37,438.50
	<b>\$ 177,086.35</b>	<b>\$ 148,210.50</b>	<b>\$ 177,086.35</b>	<b>\$ 148,210.50</b>
Warrants Payable	\$ 85,534.54	\$ 138,975.54	\$ 85,534.54	\$ 138,975.54
<b>Grand Total</b>	<b>\$ 912,225.79</b>	<b>\$ 3,439,312.56</b>	<b>\$ 3,455,624.06</b>	<b>\$ 895,914.29</b>

**Town of Duxbury**  
**Fund 251**  
**Town Federal Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

	BALANCE FORWARD July 1, 2009	REVENUES	EXPENDITURES	BALANCE June 30, 2010
<b>TOWN FEDERAL GRANTS</b>				
Historical Commission:				
Housing/Community	\$ 147.90	\$ -	\$ -	\$ 147.90
Conservation:				
Kingston Bay Stormwater	\$ -	\$ 10,130.40	\$ 11,256.00	\$ (1,125.60)
Kingston Bay North	\$ -	\$ -	\$ 111,015.73	\$ (111,015.73)
Fire Dept:				
Assist for Firefighters	\$ -	\$ 59,946.00	\$ 59,946.00	\$ -
Harbormaster:				
FY08 Pump Out Boat	\$ 22,787.03	\$ -	\$ -	\$ 22,787.03
FY09 Pump Out Boat	\$ (4,762.52)	\$ 4,493.48	\$ -	\$ (269.04)
FY10 Pump Out Boat	\$ -	\$ 9,500.00	\$ 12,312.26	\$ (2,812.26)
<b>SUB-TOTAL</b>	<b>\$ 18,172.41</b>	<b>\$ 84,069.88</b>	<b>\$ 194,529.99</b>	<b>\$ (92,287.70)</b>
Warrants Payable	\$ 1,401.06	\$ 125,101.83	\$ 1,401.06	\$ 125,101.83
Accrued Payroll Payable	\$ 238.00	\$ -	\$ 238.00	\$ -
<b>GRAND TOTAL</b>	<b>\$ 19,811.47</b>	<b>\$ 209,171.71</b>	<b>\$ 194,529.99</b>	<b>\$ 32,814.13</b>

**Fund 252**  
**Town State Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

<b>TOWN STATE GRANTS</b>				
Information Systems: GIS	\$ 7,482.63	\$ (300.00)	\$ 5,002.00	\$ 2,180.63
Town Clerk: Extended Polling Hrs.	\$ 9,637.39	\$ 3,426.00	\$ -	\$ 13,063.39
FY10 Special Election	\$ -	\$ 14,557.00	\$ 12,143.28	\$ 2,413.72
Conservation Comm:Fish Ladder	\$ 20,228.23	\$ -	\$ -	\$ 20,228.23
FY09 CZM-Crescent St.:Storm Mit.	\$ -	\$ 114,962.00	\$ 74,115.20	\$ 40,846.80
FY10 CZM-Crescent St.:Storm Mit.	\$ -	\$ -	\$ 23,131.25	\$ (23,131.25)
Police Department:				
FY07 Emergency 911 Training	\$ (3,588.16)	\$ 3,588.16	\$ (210.74)	\$ 210.74
FY09 Emergency 911 Training	\$ (49.63)	\$ 23,912.31	\$ 23,862.68	\$ -
FY10 Emergency 911 Training	\$ -	\$ -	\$ 4,754.04	\$ (4,754.04)
FY10 E911 Support Grant	\$ -	\$ -	\$ 32,633.87	\$ (32,633.87)
Governor Highway Safety	\$ 86.31	\$ -	\$ -	\$ 86.31
FY09 Community Polieing	\$ 8,828.94	\$ -	\$ 4,493.27	\$ 4,335.67
FY10 Domestic Violence Training	\$ -	\$ 683.76	\$ 683.76	\$ -
Fire Department:				
MCI Trailer	\$ 783.43	\$ 1,000.00	\$ -	\$ 1,783.43
State Wide Ambulance Task	\$ 786.63	\$ -	\$ -	\$ 786.63
FY08 SAFE Grant	\$ 90.15	\$ -	\$ 90.15	\$ -
FY09 SAFE Grant	\$ 2,598.35	\$ -	\$ 2,598.35	\$ -
FY10 SAFE Grant	\$ -	\$ 4,100.00	\$ 2,165.65	\$ 1,934.35
FY08 NIMS Grant	\$ 73.97	\$ -	\$ -	\$ 73.97
FY10 NIMS Grant	\$ -	\$ -	\$ 679.44	\$ (679.44)
FY10 MEMA-Fire-CEMP	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
Inspectional Services:				
Medical Reserve Corp.	\$ 14,343.03	\$ 18,821.66	\$ 15,330.47	\$ 17,834.22
FY10 MAHB-PHER HINI	\$ -	\$ 2,229.13	\$ 2,229.13	\$ -
DPW Management:				
Hall's Corner	\$ 3,300.00	\$ -	\$ -	\$ 3,300.00
Survey & Design Beach Scawall	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
Council on Aging:				
FY09 Incentive Grant	\$ 7.93	\$ -	\$ 7.93	\$ -
FY10 Incentive Grant	\$ -	\$ 2,900.00	\$ 2,900.00	\$ -
FY10 Formula Grant	\$ -	\$ 16,100.00	\$ 16,078.89	\$ 21.11
Library:				
FY07 State Aid To Library	\$ 28.99	\$ -	\$ 28.99	\$ -
FY08 State Aid To Library	\$ 4,064.68	\$ -	\$ 4,064.68	\$ -
FY09 State Aid To Library	\$ 19,460.92	\$ -	\$ 10,552.49	\$ 8,908.43
FY10 State Aid To Library	\$ -	\$ 13,715.33	\$ -	\$ 13,715.33
Net Lender Program	\$ 8,973.78	\$ 3,692.89	\$ -	\$ 12,666.67
Duxbury Cultural Council	\$ 6,192.28	\$ 4,206.47	\$ 5,300.00	\$ 5,098.75
State Board of Retirement	\$ 212.23	\$ 5,770.22	\$ 5,331.54	\$ 650.91
<b>SUB-TOTAL</b>	<b>\$ 103,542.08</b>	<b>\$ 285,864.93</b>	<b>\$ 247,966.32</b>	<b>\$ 141,440.69</b>
Warrants Payable	\$ 5,144.03	\$ 25,593.78	\$ 5,144.03	\$ 25,593.78
<b>GRAND TOTAL</b>	<b>\$ 108,686.11</b>	<b>\$ 311,458.71</b>	<b>\$ 253,110.35</b>	<b>\$ 167,034.47</b>



**Town of Duxbury**  
**Fund 253**  
**Town Gift Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

	<b>BALANCE FORWARD July 1, 2009</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>BALANCE June 30, 2010</b>
<b>SPECIAL REVENUE</b>				
Selectmen:				
Comm. on Disability	\$ 116.65	\$ -	\$ 15.00	\$ 101.65
Bluefish Firehouse	\$ 2,524.75	\$ -	\$ -	\$ 2,524.75
Historical Grant	\$ 700.00	\$ -	\$ -	\$ 700.00
Verizon Cable Contract	\$ -	\$ -	\$ 16,423.34	\$ (16,423.34)
Beach Reservation	\$ (226.78)	\$ 74,180.26	\$ 106,956.76	\$ (33,003.28)
Tarkiln Asbestos Removal	\$ 300.00	\$ -	\$ 300.00	\$ -
Police:				
K-9 Donations	\$ 2,307.20	\$ -	\$ -	\$ 2,307.20
DARE Programs	\$ 7,867.17	\$ 1,710.00	\$ 1,391.65	\$ 8,185.52
Police Athletic League (PAL)	\$ 37.08	\$ -	\$ -	\$ 37.08
Fire:				
Contribution & Gifts	\$ 295.00	\$ 175.00	\$ -	\$ 470.00
Dedicated Gift	\$ 262.91	\$ -	\$ -	\$ 262.91
Entergy:				
Administration & Tech.	\$ 57,284.27	\$ -	\$ 72,369.41	\$ (15,085.14)
Emergency Training Program	\$ (2,407.54)	\$ 2,013.41	\$ 2,114.88	\$ (2,509.01)
FM Global Grant	\$ 2,625.00	\$ -	\$ -	\$ 2,625.00
Emergency Respons Improve	\$ 37,425.47	\$ -	\$ 37,425.47	\$ -
Animal Control: Shelter Improvement	\$ 9,496.76	\$ 5,421.84	\$ 4,325.01	\$ 10,593.59
Copeland Family Contribution	\$ 6,552.00	\$ -	\$ -	\$ 6,552.00
Duxbury P.R.I.D.E. - Fields	\$ 203,180.90	\$ 1,764.00	\$ 204,944.90	\$ -
Duxbury Student Union - Post Program	\$ -	\$ 16,500.00	\$ 15,743.22	\$ 756.78
DPW Management:				
Compost Bins	\$ 574.50	\$ 355.50	\$ 800.00	\$ 130.00
Council on Aging:				
Donation & Gifts	\$ 11,036.89	\$ 29,536.80	\$ 34,514.47	\$ 6,059.22
GATRA	\$ (2,794.75)	\$ 43,161.55	\$ 49,892.43	\$ (9,525.63)
Library - Donations & Gifts	\$ 16,762.99	\$ 7,000.00	\$ 12,360.23	\$ 11,402.76
July 4th Donations	\$ -	\$ 5,200.00	\$ 5,000.00	\$ 200.00
War Memorials	\$ 135.00	\$ 32,740.00	\$ 25,552.55	\$ 7,322.45
	<b>\$ 354,055.47</b>	<b>\$ 219,758.36</b>	<b>\$ 590,129.32</b>	<b>\$ (16,315.49)</b>
Warrants Payable	\$ 25,915.27	\$ 34,489.62	\$ 25,915.27	\$ 34,489.62
Accrued Liability	\$ 2,984.59	\$ -	\$ 2,984.59	\$ -
<b>Grand Total</b>	<b>\$ 382,955.33</b>	<b>\$ 254,247.98</b>	<b>\$ 619,029.18</b>	<b>\$ 18,174.13</b>

**Town of Duxbury**  
**Fund 254**  
**Town Revolving Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2010**

	<b>BALANCE FORWARD July 1, 2009</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>BALANCE June 30, 2010</b>
<b>TOWN REVOLVING</b>				
<b>CHAPTER 44 S. 53 E 1/2</b>				
GIS Information Systems	\$ -	\$ 300.00	\$ 300.00	\$ -
Conservation Comm. - Jaycox Farm	\$ 9,402.98	\$ 16,989.00	\$ 13,848.55	\$ 12,543.43
Council on Aging:				
Program Activities	\$ 3,634.80	\$ 27,351.29	\$ 25,099.10	\$ 5,886.99
Respite	\$ (1,441.04)	\$ 30,040.00	\$ 18,673.34	\$ 9,925.62
Bingo	\$ 258.19	\$ 1,205.00	\$ 406.81	\$ 1,056.38
Craft Store	\$ 1,598.63	\$ 78.00	\$ 595.20	\$ 1,081.43
Life Long Learning	\$ 3,099.03	\$ 8,937.00	\$ 6,542.68	\$ 5,493.35
	<u>\$ 16,552.59</u>	<u>\$ 84,900.29</u>	<u>\$ 65,465.68</u>	<u>\$ 35,987.20</u>
<b>Insurance Recovery</b>				
Central Buildings	\$ 250.10	\$ -	\$ 250.10	\$ -
Police	\$ 1,696.60	\$ 27,851.60	\$ 29,548.20	\$ -
Fire	\$ 1.42	\$ -	\$ 1.42	\$ -
Harbormaster	\$ 286.06	\$ -	\$ 286.06	\$ -
School Department	\$ 424.15	\$ 11,540.83	\$ 424.95	\$ 11,540.03
Highway Safety	\$ -	\$ 15,610.73	\$ 15,610.73	\$ -
	<u>\$ 2,658.33</u>	<u>\$ 55,003.16</u>	<u>\$ 46,121.46</u>	<u>\$ 11,540.03</u>
Law Enforcement Trust Fund	<u>\$ -</u>	<u>\$ 306.00</u>	<u>\$ -</u>	<u>\$ 306.00</u>
<b>Sub-Total</b>	<b>\$ 19,210.92</b>	<b>\$ 140,209.45</b>	<b>\$ 111,587.14</b>	<b>\$ 47,833.23</b>
Warrants Payable	\$ 1,564.90	\$ 1,616.44	\$ 1,564.90	\$ 1,616.44
Accrued Liabilities	\$ 255.00	\$ -	\$ 255.00	\$ -
<b>Grand Total</b>	<b><u>\$ 21,030.82</u></b>	<b><u>\$ 141,825.89</u></b>	<b><u>\$ 113,407.04</u></b>	<b><u>\$ 49,449.67</u></b>

# TOWN OF DUXBURY

## Fund 255

### Recreation Revolving Fund

#### Analysis of Revenues & Expenditures

June 30, 2010

	BALANCE FORWARD July 1, 2009	REVENUES	EXPENDITURES	BALANCE June 30, 2010
Light Usage Fees	\$ -	\$ 1,185.00	\$ 4,503.91	\$ (3,318.91)
Soda Machine	\$ -	\$ 238.78		\$ 238.78
Field Usage	\$ -	\$ 22,670.00	\$ 22,535.95	\$ 134.05
Basketball Program	\$ 1,365.38	\$ 89,652.00	\$ 87,904.62	\$ 3,112.76
Baseball Camp	\$ -	\$ 3,088.00	\$ 2,979.58	\$ 108.42
Soccer Program	\$ 443.52	\$ 8,685.00	\$ 8,272.47	\$ 856.05
Tennis	\$ 226.32	\$ 10,642.00	\$ 10,769.96	\$ 98.36
Track	\$ -	\$ 2,750.00	\$ 2,159.75	\$ 590.25
Field Hockey	\$ -	\$ 15,215.00	\$ 14,279.31	\$ 935.69
Flag Football	\$ -	\$ 2,620.00	\$ 2,031.50	\$ 588.50
Ice Saking	\$ -	\$ 6,133.00	\$ 5,500.00	\$ 633.00
Cheerleading	\$ -	\$ 625.00	\$ 320.00	\$ 305.00
Yoga	\$ -	\$ 280.00	\$ 52.36	\$ 227.64
Martial Arts	\$ -	\$ 1,190.00	\$ 335.00	\$ 855.00
After School Athletics	\$ -	\$ 24,520.00	\$ 20,843.82	\$ 3,676.18
Drama	\$ -	\$ 24,315.00	\$ 21,342.05	\$ 2,972.95
Horsemanship	\$ -	\$ 6,855.00	\$ 6,040.00	\$ 815.00
Cooking	\$ -	\$ 2,810.00	\$ 2,415.08	\$ 394.92
Kids Playground	\$ 378.36	\$ 66,142.50	\$ 66,423.40	\$ 97.46
Turkey Race	\$ -	\$ 1,600.00	\$ 2,470.04	\$ (870.04)
Easter Egg Hunt	\$ -	\$ -	\$ 1,045.52	\$ (1,045.52)
Rockclimbing	\$ -	\$ 3,510.00	\$ 2,550.00	\$ 960.00
Administrative Expenses	\$ 10,430.08	\$ 50,244.21	\$ 50,674.29	\$ 10,000.00
	<u>\$ 12,843.66</u>	<u>\$ 344,970.49</u>	<u>\$ 335,448.61</u>	<u>\$ 22,365.54</u>

Transfer to General Fund as Revenue for the Town

\$ (12,365.54)

Remains in Revolving Fund

\$ 10,000.00

Recreation Programs - Fiscal Year 2011

\$ 93,752.00

Warrants Payable

\$ 27,528.70

**Total**

\$ 131,280.70

## Fund 256

### Town Receipts Reserved For Appropriation

#### Analysis of Revenues and Expenditures

June 30, 2010

Cemetery

Sale of Lots &

Burial Rights

\$ 87,155.37

\$ 15,375.00

\$ 22,640.00

\$ 79,890.37

**Grand Total**

\$ 87,155.37

\$ 15,375.00

\$ 22,640.00

\$ 79,890.37



TOWN OF DUNBURY  
Fund 257  
Article Balance Analysis  
Period ending June 30, 2010

Department	Prior Year Article Balances	Original Budget Voted from 3.09 ATM	Available Budget	Supplemental Appropriations Presented on FY 11 Recap	Total Balance 7/1/2009	FY 2010 Expenditures To-Date	Balance As of 6/30/2010	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Community Preservation</b>									
<b>CYC Operating Costs</b>									
Article 2 3.08 STM - Unpaid Bills	250.00		250.00		250.00		250.00		250.00
Article 17 3.08 ATM - Operating Expenses	11,800.00	78,000.00	11,800.00		11,800.00	10,800.00	1,000.00		-
Article 14 3.09 ATM - Operating Expenses	-		78,000.00		78,000.00	36,432.10	41,567.90		41,567.90
<b>Total Operating Costs</b>	<b>12,050.00</b>	<b>78,000.00</b>	<b>90,050.00</b>	<b>-</b>	<b>90,050.00</b>	<b>47,232.10</b>	<b>42,817.90</b>	<b>1,000.00</b>	<b>41,817.90</b>
<b>Historical</b>									
Article 16 3.05 ATM - Wright Building Renovation	51,583.18		51,583.18		51,583.18	3,330.00	48,253.18	48,253.18	-
Article 17 3.07 ATM - Tarklin Community Center	17,949.09		17,949.09		17,949.09	15,807.00	2,142.09	2,142.09	-
Article 17 3.09 ATM - Historic Properties Survey	-	9,000.00	9,000.00		9,000.00	9,000.00	-	-	-
Article 18 3.09 ATM - Partial Restoration of Tarklin Bldg	-	435,720.00	435,720.00		435,720.00	75,002.55	360,717.45	360,717.45	-
Article 19 3.09 ATM - Rehabilitate War Monument	-	75,000.00	75,000.00		75,000.00	75,000.00	-	-	-
<b>Total Historical</b>	<b>69,532.27</b>	<b>519,720.00</b>	<b>589,252.27</b>	<b>-</b>	<b>589,252.27</b>	<b>178,139.55</b>	<b>411,112.72</b>	<b>411,112.72</b>	<b>-</b>
<b>Housing</b>									
Article 31 3.06 ATM - Housing Consultant	100.00		100.00		100.00	-	100.00	100.00	-
Article 24 3.08 ATM - Grange Property	13,790.55		13,790.55		13,790.55	42.50	13,748.05	13,748.05	-
Article 26 3.08 ATM - Housing Assistance Program	500,000.00	50,000.00	500,000.00		500,000.00	1,693.90	498,306.10	498,306.10	-
Article 21 3.09 ATM - Temple Street Affordable Housing	-	100,000.00	50,000.00		50,000.00	195.50	49,804.50	49,804.50	-
Article 22 3.09 ATM - Housing Recycling Program	-		100,000.00		100,000.00	-	100,000.00	-	100,000.00
<b>Total Housing</b>	<b>513,890.55</b>	<b>150,000.00</b>	<b>663,890.55</b>	<b>-</b>	<b>663,890.55</b>	<b>1,931.90</b>	<b>661,958.65</b>	<b>561,958.65</b>	<b>100,000.00</b>
<b>Open Space</b>									
Article 24 3.08 ATM - Island Creek Fish Ladder	4,392.47		4,392.47		4,392.47	-	4,392.47	4,392.47	-
Article 22 3.08 ATM - Winter St. (Berrybrook)	38,881.00		38,881.00		38,881.00	12,003.00	26,878.00	26,878.00	-
Article 23 3.08 ATM - Temple St. (Crossroads for Kids)	15,100.50		15,100.50		15,100.50	10,798.25	4,302.25	4,302.25	-
Article 16 3.09 ATM - Transfer to Conservation Fund	-	77,450.00	77,450.00		77,450.00	-	77,450.00	77,450.00	-
<b>Total Open Space</b>	<b>58,373.97</b>	<b>77,450.00</b>	<b>135,823.97</b>	<b>-</b>	<b>135,823.97</b>	<b>22,801.25</b>	<b>113,022.72</b>	<b>113,022.72</b>	<b>-</b>
<b>Recreation</b>									
Article 16 3.07 ATM - Synthetic Athletic Fields	360,920.00		360,920.00		360,920.00	263,156.00	97,764.00	-	97,764.00
<b>Total Recreation</b>	<b>360,920.00</b>	<b>-</b>	<b>360,920.00</b>	<b>-</b>	<b>360,920.00</b>	<b>263,156.00</b>	<b>97,764.00</b>	<b>-</b>	<b>97,764.00</b>
<b>Total C.P.A. Fund Balances:</b>	<b>1,014,766.79</b>	<b>825,170.00</b>	<b>1,839,936.79</b>	<b>-</b>	<b>1,839,936.79</b>	<b>513,560.80</b>	<b>1,326,675.99</b>	<b>1,087,994.09</b>	<b>239,581.90</b>

# Town of Duxbury

## Water Enterprise

### Fund 610

#### Revenues and Expenditures

Fiscal Year 2010

	<u>Budget</u>	<u>Actual</u>		<u>Excess Revenue to Retained Earnings</u>
Revenues				
User Charges	\$ 2,381,660	\$ 2,404,091		\$ 22,431
Transfers from Retained Earnings	\$ 832,140	\$ 832,140		\$ -
	<u>\$ 3,213,800</u>	<u>\$ 3,236,231</u>		<u>\$ 22,431</u>
	<u>Appropriation</u>	<u>Expenditure</u>	<u>Encumbered</u>	<u>Return to Retained Earnings</u>
Expenditures				
Salaries	\$ 612,811	\$ 548,958		\$ 63,853
Police Details	\$ 7,500	\$ 10,784	\$ 179	\$ (3,463)
Electric	\$ 165,000	\$ 138,588		\$ 26,412
Gas and Oil	\$ 19,000	\$ 18,562		\$ 438
General Fund Assessments	\$ 311,638	\$ 311,638		\$ -
Marshfield Water	\$ 75,000	\$ 48,032		\$ 26,968
Equipment Repairs	\$ -	\$ 2,681		\$ (2,681)
Vehicle Maintenance Services	\$ 7,000	\$ 2,933		\$ 4,067
Building & Grds. Maintenance Services	\$ -	\$ 3,032		\$ (3,032)
Consulting Services	\$ 10,000	\$ 18,227		\$ (8,227)
Medical Services	\$ -	\$ 180		\$ (180)
Training/Educations Programs	\$ 10,000	\$ 4,737		\$ 5,263
Legal Services	\$ -	\$ 5,320	\$ 119	\$ (5,439)
Telephone	\$ 8,500	\$ 7,230		\$ 1,271
Printing	\$ -	\$ 4,145		\$ (4,145)
Postage	\$ 5,000	\$ 6,892		\$ (1,892)
Advertising	\$ 1,100	\$ 744		\$ 356
Testing	\$ 40,000	\$ 17,660	\$ 900	\$ 21,440
Office & Computer Supplies	\$ 10,500	\$ 4,845	\$ 1,085	\$ 4,570
Bldg. & Grds Maintenance Supplies	\$ 20,000	\$ 4,754		\$ 15,246
Equipment Repairs & Mnt. Supplies	\$ -	\$ 14,154		\$ (14,154)
Small Tools	\$ 2,000	\$ 261		\$ 1,739
Vehicle Supplies	\$ -	\$ 11,016		\$ (11,016)
Gasoline	\$ 31,700	\$ 22,784		\$ 8,916
Chemicals	\$ 82,700	\$ 59,809		\$ 22,891
Pumps & Instruments	\$ 75,000	\$ 69,890	\$ 1,114	\$ 3,996
Meters	\$ 77,000	\$ 68,194		\$ 8,806
Water Service Connections	\$ 25,000	\$ 31,962	\$ 1,434	\$ (8,396)
Uniforms & Other Clothing	\$ 9,000	\$ 2,352		\$ 6,648
Meeting & Travel Expenses	\$ 500	\$ 66		\$ 435
Dues & Memberships		\$ 451		\$ (451)
License Renewals		\$ 1,548		\$ (1,548)
State Assessments for Primary	\$ 5,000	\$ 4,684		\$ 316
System Improvements & Contingencies	\$ 36,000	\$ 838		\$ 35,162
Total	<u>\$ 1,646,949</u>	<u>\$ 1,447,950.17</u>	<u>\$ 4,830</u>	<u>\$ 194,169</u>
Debt Service				
Retirement of Long Term Debt	\$ 783,851	\$ 783,851	\$ -	\$ -
Interest on Long Term Debt	\$ 210,860	\$ 208,035	\$ -	\$ 2,825
Interest on Short Term Debt	\$ 20,000	\$ 414	\$ -	\$ 19,586
Bond Issuance Costs	\$ 20,000	\$ -	\$ -	\$ 20,000
Total	<u>\$ 1,034,711</u>	<u>\$ 992,300</u>	<u>\$ -</u>	<u>\$ 42,411</u>
Encumbrances from FY 2009	\$ 23,236	\$ 21,039	\$ -	\$ 2,197
2010 Increase to Retained Earnings				\$ 261,208
Balance of Articles Returned to Retained Earnings				<u>\$ 2,019</u>
Total Increase to Retained Earnings				\$ 263,227

**TOWN OF DUXBURY**  
**Continued Appropriations**  
**Water Enterprise Fund**

DESCRIPTION	6/30/2009 Balances	Original Budget Voted from 3/09 ATM	Available Budget 7/1/2009	Supplemental Appropriations Funded from Retained Earnings	Total Balance 7/1/2009	FY 2010 Expenditures To-Date	Balance As of 6/30/2010	Departmental Retained Balances	Balance Closed Out At Year-end
Article 6-7 ATM 3/05 - System Rehabilitation	14,443.00		14,443.00		14,443.00	14,443.00	0.00	-	-
Article 6-8 ATM 3/06 - System Rehabilitation	43,770.28		43,770.28		43,770.28	0.00	43,770.28	43,770.28	-
Article 1-4 ATM 3/08 - Construct Birch Street Tank	1,653.21		1,653.21		1,653.21	(163,874.02)	165,527.23	165,527.23	-
Article 6-4 ATM 3/07 - System Rehabilitation	150,000.00		150,000.00		150,000.00	1,585.20	148,414.80	148,414.80	-
Article 6-4 ATM 3/07 - PCE Pipe Replacement	9,899.26		9,899.26		9,899.26	0.00	9,899.26	9,899.26	-
Article 6-5 ATM 3/08 - Damon Well Construction	50,000.00		50,000.00		50,000.00	0.00	50,000.00	50,000.00	-
Article 6-5 ATM 3/08 - PCE Pipe Replacement	100,000.00		100,000.00		100,000.00	28,358.86	71,641.14	71,641.14	-
Article 8 ATM 3/08 - Implement Personnel Plan	4,000.00		4,000.00		4,000.00	0.00	4,000.00	4,000.00	-
Total Prior Years Articles	373,765.75	0.00	373,765.75	0.00	373,765.75	(119,486.96)	493,252.71	493,252.71	-
Article 6-7A ATM 3/09 - Upgrade SCADA System	0.00	390,000.00	390,000.00		390,000.00	45,934.07	344,065.93	344,065.93	-
Article 6-7B ATM 3/09 - Leak Detection	0.00	12,000.00	12,000.00		12,000.00	9,981.00	2,019.00	-	2,019.00
Article 6-7C ATM 3/09 - PCE Pipe Replacement	0.00	100,000.00	100,000.00		100,000.00	0.00	100,000.00	100,000.00	-
Article 2 STM 3/10 - Unpaid Bills	0.00	0.00	0.00	1,140.00	1,140.00	1,140.00	0.00	-	-
Total 2010	0.00	502,000.00	502,000.00	1,140.00	503,140.00	57,055.07	446,084.93	444,065.93	2,019.00
Total	373,765.75	502,000.00	875,765.75	1,140.00	876,905.75	(62,431.89)	939,337.64	937,318.64	2,019.00



# Town of Duxbury

Fund 810 and 820

June 30, 2010

		Balance Forward		Balance Forward		Balance Forward		Balance Forward		Balance Forward		Balance Forward	
		July 1, 2009	June 30, 2010	July 1, 2009	June 30, 2010	July 1, 2009	June 30, 2010	July 1, 2009	June 30, 2010	July 1, 2009	June 30, 2010	July 1, 2009	June 30, 2010
		Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses
		37,809.91	30,000.00	37,809.91	30,000.00	37,809.91	30,000.00	37,809.91	30,000.00	37,809.91	30,000.00	37,809.91	30,000.00
		6,479.75	11,400.28	6,479.75	11,400.28	6,479.75	11,400.28	6,479.75	11,400.28	6,479.75	11,400.28	6,479.75	11,400.28
		2,177.51	0.00	2,177.51	0.00	2,177.51	0.00	2,177.51	0.00	2,177.51	0.00	2,177.51	0.00
		47.78	0.00	47.78	0.00	47.78	0.00	47.78	0.00	47.78	0.00	47.78	0.00
		32.41	0.00	32.41	0.00	32.41	0.00	32.41	0.00	32.41	0.00	32.41	0.00
		46,547.36	41,400.28	46,547.36	41,400.28	46,547.36	41,400.28	46,547.36	41,400.28	46,547.36	41,400.28	46,547.36	41,400.28
		11,201.67	0.00	11,201.67	0.00	11,201.67	0.00	11,201.67	0.00	11,201.67	0.00	11,201.67	0.00
		6,977.43	0.00	6,977.43	0.00	6,977.43	0.00	6,977.43	0.00	6,977.43	0.00	6,977.43	0.00
		1,456.54	2,000.00	1,456.54	2,000.00	1,456.54	2,000.00	1,456.54	2,000.00	1,456.54	2,000.00	1,456.54	2,000.00
		8,789.12	0.00	8,789.12	0.00	8,789.12	0.00	8,789.12	0.00	8,789.12	0.00	8,789.12	0.00
		40.84	0.00	40.84	0.00	40.84	0.00	40.84	0.00	40.84	0.00	40.84	0.00
		989.06	0.00	989.06	0.00	989.06	0.00	989.06	0.00	989.06	0.00	989.06	0.00
		831.55	0.00	831.55	0.00	831.55	0.00	831.55	0.00	831.55	0.00	831.55	0.00
		294.91	0.00	294.91	0.00	294.91	0.00	294.91	0.00	294.91	0.00	294.91	0.00
		108.14	0.00	108.14	0.00	108.14	0.00	108.14	0.00	108.14	0.00	108.14	0.00
		113.95	0.00	113.95	0.00	113.95	0.00	113.95	0.00	113.95	0.00	113.95	0.00
		176.88	0.00	176.88	0.00	176.88	0.00	176.88	0.00	176.88	0.00	176.88	0.00
		504.07	0.00	504.07	0.00	504.07	0.00	504.07	0.00	504.07	0.00	504.07	0.00
		1,269.27	0.00	1,269.27	0.00	1,269.27	0.00	1,269.27	0.00	1,269.27	0.00	1,269.27	0.00
		309,757.35	2,000.00	309,757.35	2,000.00	309,757.35	2,000.00	309,757.35	2,000.00	309,757.35	2,000.00	309,757.35	2,000.00
		370,810.01	43,400.28	370,810.01	43,400.28	370,810.01	43,400.28	370,810.01	43,400.28	370,810.01	43,400.28	370,810.01	43,400.28
		4,454.50	2,000.00	4,454.50	2,000.00	4,454.50	2,000.00	4,454.50	2,000.00	4,454.50	2,000.00	4,454.50	2,000.00
		7,233.64	5,000.00	7,233.64	5,000.00	7,233.64	5,000.00	7,233.64	5,000.00	7,233.64	5,000.00	7,233.64	5,000.00
		1,306.36	0.00	1,306.36	0.00	1,306.36	0.00	1,306.36	0.00	1,306.36	0.00	1,306.36	0.00
		961.78	0.00	961.78	0.00	961.78	0.00	961.78	0.00	961.78	0.00	961.78	0.00
		356.57	0.00	356.57	0.00	356.57	0.00	356.57	0.00	356.57	0.00	356.57	0.00
		448.04	0.00	448.04	0.00	448.04	0.00	448.04	0.00	448.04	0.00	448.04	0.00
		400.31	0.00	400.31	0.00	400.31	0.00	400.31	0.00	400.31	0.00	400.31	0.00
		114.06	0.00	114.06	0.00	114.06	0.00	114.06	0.00	114.06	0.00	114.06	0.00
		37.02	0.00	37.02	0.00	37.02	0.00	37.02	0.00	37.02	0.00	37.02	0.00
		1,631.49	0.00	1,631.49	0.00	1,631.49	0.00	1,631.49	0.00	1,631.49	0.00	1,631.49	0.00
		14,292.61	0.00	14,292.61	0.00	14,292.61	0.00	14,292.61	0.00	14,292.61	0.00	14,292.61	0.00
		30,139.06	7,000.00	30,139.06	7,000.00	30,139.06	7,000.00	30,139.06	7,000.00	30,139.06	7,000.00	30,139.06	7,000.00
		2,012.75	0.00	2,012.75	0.00	2,012.75	0.00	2,012.75	0.00	2,012.75	0.00	2,012.75	0.00
		206.00	0.00	206.00	0.00	206.00	0.00	206.00	0.00	206.00	0.00	206.00	0.00
		2,218.75	0.00	2,218.75	0.00	2,218.75	0.00	2,218.75	0.00	2,218.75	0.00	2,218.75	0.00
		32,357.81	7,000.00	32,357.81	7,000.00	32,357.81	7,000.00	32,357.81	7,000.00	32,357.81	7,000.00	32,357.81	7,000.00
		37,557.70	0.00	37,557.70	0.00	37,557.70	0.00	37,557.70	0.00	37,557.70	0.00	37,557.70	0.00
		1,970.96	0.00	1,970.96	0.00	1,970.96	0.00	1,970.96	0.00	1,970.96	0.00	1,970.96	0.00
		669,698.11	61,243.00	669,698.11	61,243.00	669,698.11	61,243.00	669,698.11	61,243.00	669,698.11	61,243.00	669,698.11	61,243.00
		17,903.63	10,118.96	17,903.63	10,118.96	17,903.63	10,118.96	17,903.63	10,118.96	17,903.63	10,118.96	17,903.63	10,118.96
		29,149.68	0.00	29,149.68	0.00	29,149.68	0.00	29,149.68	0.00	29,149.68	0.00	29,149.68	0.00
		21,976.72	27,204.82	21,976.72	27,204.82	21,976.72	27,204.82	21,976.72	27,204.82	21,976.72	27,204.82	21,976.72	27,204.82
		7,096.48	0.00	7,096.48	0.00	7,096.48	0.00	7,096.48	0.00	7,096.48	0.00	7,096.48	0.00
		3,601.73	0.00	3,601.73	0.00	3,601.73	0.00	3,601.73	0.00	3,601.73	0.00	3,601.73	0.00
		2,009.06	0.00	2,009.06	0.00	2,009.06	0.00	2,009.06	0.00	2,009.06	0.00	2,009.06	0.00
		969.56	0.00	969.56	0.00	969.56	0.00	969.56	0.00	969.56	0.00	969.56	0.00
		72,788.80	7,596.33	72,788.80	7,596.33	72,788.80	7,596.33	72,788.80	7,596.33	72,788.80	7,596.33	72,788.80	7,596.33
		1,345.05	0.00	1,345.05	0.00	1,345.05	0.00	1,345.05	0.00	1,345.05	0.00	1,345.05	0.00
		1,238.52	0.00	1,238.52	0.00	1,238.52	0.00	1,238.52	0.00	1,238.52	0.00	1,238.52	0.00
		18,344.22	0.00	18,344.22	0.00	18,344.22	0.00	18,344.22	0.00	18,344.22	0.00	18,344.22	0.00
		201,772.57	0.00	201,772.57	0.00	201,772.57	0.00	201,772.57	0.00	201,772.57	0.00	201,772.57	0.00
		1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
		1,692.26	0.00	1,692.26	0.00	1,692.26	0.00	1,692.26	0.00	1,692.26	0.00	1,692.26	0.00
		2,465,279.38	106,163.11	2,465,279.38	106,163.11	2,465,279.38	106,163.11	2,465,279.38	106,163.11	2,465,279.38	106,163.11	2,465,279.38	106,163.11
		156,563.39	0.00	156,563.39	0.00	156,563.39	0.00	156,563.39	0.00	156,563.39	0.00	156,563.39	0.00
		3,074,850.81	0.00	3,074,850.81	0.00	3,074,850.81	0.00	3,074,850.81	0.00	3,074,850.81	0.00	3,074,850.81	0.00

## PERMANENT FUNDS (Benefits Gov't)

		July 1, 2009	June 30, 2010
Cemetery Perpetual Care	8150	1,106,193.00	1,143,543.00
Mayflower Cemetery	8154	161,925.00	179,650.00
Arthur D. Eaton	8151	39,500.00	30,500.00
Ladies Union Fair	8152	1,300.00	1,300.00
Lucy A. Ewell	8153	500.00	500.00
<b>Cemetery Funds:</b>		<b>1,309,418.00</b>	<b>1,364,493.00</b>
Eben H. Ellison	8101	300,000.00	300,000.00
Isabelle Freeman	8102	200,552.00	200,552.00
Remond G. Wight	8103	30,000.00	30,000.00
Lucy Hathaway	8104	25,000.00	25,000.00
Lucy Hathaway - Shade Trees			
Lucy Hathaway - Improve Streets			
Lucy Hathaway - Public Bridges			
Lucy Hathaway - Public Landings			
Thomas D. Hathaway	8105	2,000.00	2,000.00
Marietta Russell School Library	8120	1,500.00	1,500.00
Isabelle Freeman (Ambulance Service)	8106	1,300.00	1,300.00
William Penn Harding/Duxbury Free Library	8170	1,000.00	1,000.00
Marietta Russell School Science Material	8121	500.00	500.00
<b>MISCELLANEOUS FUNDS:</b>		<b>561,852.00</b>	<b>561,852.00</b>
<b>PERMANENT FUND TOTALS:</b>		<b>1,871,270.00</b>	<b>1,926,345.00</b>

Helen Delano Howe	8122	125,000.00	125,000.00
Mary E. Carr Nepton	8123	65,000.00	65,000.00
Annie Drew Dullum	8124	40,335.00	40,335.00
Harriet E. Crozier	8125	25,175.00	25,175.00
Edward & Ruth Hebert	8126	10,000.00	10,000.00
Molly Hopkins Tail	8127	10,053.00	10,053.00
Weston-Thompson	8128	10,000.00	10,000.00
Edmund A. Dondoro	8129	2,850.00	2,850.00
Benjamin M. Fenberg	8130	1,500.00	1,500.00
Margaret K. Elliott	8131	8,000.00	8,000.00
Anna Bigelow-Davis	8132	395,986.00	395,986.00
<b>SCHOOL ARSHIP FUNDS:</b>		<b>693,899.00</b>	<b>693,899.00</b>
Jonathan & Ruth Ford	8107	25,000.00	25,000.00
Agnes S. Ellson	8108	1,000.00	1,000.00
<b>MISCELLANEOUS FUNDS:</b>		<b>26,000.00</b>	<b>26,000.00</b>
<b>PRIVATE PURPOSE FUND TOTALS:</b>		<b>719,899.00</b>	<b>719,899.00</b>

Stabilization Fund			
Stabilization Fund Cemetery/Cemetery			
Pension Reserve Fund			
Conservation Fund			
Dixbury Heritage Fund			
Margery Patcher Fund			
Moyle Standish Homestead			
W. Elston Unimust			
N. T. Saunders Shellfish			
Marshall Tennis Club Lights			
King Caesar Pool			
E. H. Meehan			
M. Brouillard			
L. & M. Grafton			
Unemployment Trust			
Lowery Scholarship			
James Huechler School Books			
Sub-Total Miscellaneous			
GRAND TOTAL OF FUNDS:			

**Health Claims Fund**  
**Fund 830**

## Period ended June 30, 2010

Raise and Appropriate	\$ 6,040,204
Withholding (less refunds)	\$ 1,758,069
Plymouth County Retirement	\$ 345,899
Mass Teachers Retirement	\$ 644,746
Investment Income	\$ 2,598
Other (ine Cobra, Direct, stop loss)	\$ 94,789
Total Revenues	\$ 8,886,306

Blue Cross Claims and Admin	\$ 7,766,322
Stop Loss	\$ 599,205
Consultants	\$ 25,035
Other	\$ 65,773
Total Expenditures	\$ 8,456,336

Fiscal 2009 Fund Balance	\$	5,391,373
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June 2010 Fund Balance	\$ 5,821,343
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# Town of Duxbury

## Fund 890 Agency

June 30, 2010

	BALANCE July 1, 2009	ADDITIONS	INVESTMENT INCOME	EXPENSES	BALANCE June 30, 2010
Selectmen: Adelphia Cable Contract	\$ 13,411.64	\$ -	\$ -	\$ 13,411.64	\$ -
Treas/Collector: Deputy Collector Fees	\$ 1,796.00	\$ 31,801.00	\$ -	\$ 31,629.00	\$ 1,968.00
Old Performance Bonds	\$ 41,564.72	\$ -	\$ -	\$ -	\$ 41,564.72
Building Maint: Wright Building	\$ (3,363.16)	\$ 18,013.79	\$ -	\$ 31,701.13	\$ (17,050.50)
Police Department: Off Duty Details	\$ (48,235.02)	\$ 638,780.59	\$ -	\$ 653,391.96	\$ (62,846.39)
: Gun Permits	\$ 2,737.50	\$ 5,275.00	\$ -	\$ 5,425.00	\$ 2,587.50
Fire Department: Off Duty Details	\$ (979.07)	\$ 11,738.93	\$ -	\$ 6,586.80	\$ 4,173.06
: Advance Life Support	\$ 9,207.76	\$ -	\$ -	\$ 9,207.76	\$ -
Inspectional Services:Consult/Pert Tests	\$ 34,897.50	\$ -	\$ -	\$ 320.00	\$ 34,577.50
:Traffic Mitigation	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
Harbormaster: Custodial Services	\$ -	\$ 1,600.00	\$ -	\$ 1,154.00	\$ 446.00
Cemetery: Cremation Services	\$ 118.44	\$ -	\$ -	\$ -	\$ 118.44
Council on Aging: Custodial Services	\$ -	\$ 559.02	\$ -	\$ 702.57	\$ (143.55)
Sub-Total:	\$ 61,156.31	\$ 707,768.33	\$ -	\$ 753,529.86	\$ 15,394.78

### PERFORMANCE BONDS:

Bay Farm Trust	\$ 31,609.35	\$ -	\$ 123.58	\$ -	\$ 31,732.93
R.H.B.: Bob Burpee	\$ 8,655.48	\$ -	\$ 33.83	\$ -	\$ 8,689.31
David Condon	\$ 12,891.91	\$ -	\$ 50.40	\$ -	\$ 12,942.31
Lonigro	\$ 1,711.36	\$ -	\$ 6.70	\$ -	\$ 1,718.06
Brick Realty/Pratt	\$ 45,517.23	\$ -	\$ 177.93	\$ -	\$ 45,695.16
Elm Street R.T.	\$ 169,685.79	\$ -	\$ 663.40	\$ -	\$ 170,349.19
J.V.O. Corp/Bnd Plan	\$ 8,989.00	\$ -	\$ 35.13	\$ -	\$ 9,024.13
Road Opening: Rogers Way	\$ 2,361.02	\$ -	\$ 9.22	\$ -	\$ 2,370.24
Sub-Total:	\$ 281,421.14	\$ -	\$ 1,100.19	\$ -	\$ 282,521.33

### SPECIAL FUNDS:

#### CHAP.593 OF ACTS OF 1993:

Bay Farm Trust	\$ 615.97	\$ -	\$ 2.40	\$ -	\$ 618.37
Brick Realty Trust	\$ 394.00	\$ -	\$ 1.54	\$ -	\$ 395.54
J.V.O. Corp	\$ 273.97	\$ -	\$ 1.07	\$ -	\$ 275.04
RBH Development: Hawkins Place	\$ 830.98	\$ -	\$ 3.23	\$ -	\$ 834.21
Jong G. Yun	\$ 1,847.42	\$ -	\$ 7.23	\$ -	\$ 1,854.65
Stephen M. Carleton	\$ 747.91	\$ -	\$ 2.94	\$ -	\$ 750.85
Cushing: FF Modification	\$ 1,197.59	\$ 2,390.35	\$ 10.75	\$ 552.50	\$ 3,046.19
Dingleydel Estates	\$ 138.56	\$ -	\$ 0.54	\$ -	\$ 139.10
Whitepine Lane/Home	\$ 5,564.18	\$ -	\$ 21.75	\$ -	\$ 5,585.93
Bongi Realty Trust	\$ 2,832.29	\$ -	\$ 11.09	\$ -	\$ 2,843.38
Bay Farm Montessori	\$ 635.09	\$ -	\$ 2.49	\$ -	\$ 637.58
Sub-Total:	\$ 15,077.96	\$ 2,390.35	\$ 65.03	\$ 552.50	\$ 16,980.84



# Town of Duxbury

## Fund 890 Agency Continued

	BALANCE July 1, 2008	ADDITIONS	INVESTMENT INCOME	EXPENSES	BALANCE June 30, 2009
<b>SPECIAL FUNDS:</b>					
CHAP.53 G ZBA					
Delphic Associates	\$ 5,295.86	\$ -	\$ 20.71	\$ -	\$ 5,316.57
Duxbury Farms	\$ 14,185.50	\$ -	\$ 53.54	\$ 2,724.25	\$ 11,514.79
Duxbury Crossings	\$ 5,792.67	\$ -	\$ 22.65	\$ -	\$ 5,815.32
Brewster Commons	\$ 5,140.82	\$ -	\$ 20.11	\$ -	\$ 5,160.93
Merry Village LLC	\$ 8,561.63	\$ -	\$ 19.89	\$ 7,894.34	\$ 687.18
Bongi R.T. : Zoning	\$ 1,580.23	\$ -	\$ 6.18	\$ -	\$ 1,586.41
Standish LLC	\$ 1,542.78	\$ -	\$ 6.05	\$ -	\$ 1,548.83
Welch:King Tn	\$ 2,008.80	\$ -	\$ 7.85	\$ -	\$ 2,016.65
Deesul	\$ 1,628.61	\$ -	\$ 6.35	\$ -	\$ 1,634.96
Duxbury Estates	\$ 7,071.89	\$ -	\$ 25.84	\$ 532.50	\$ 6,565.23
Industrial Tower & Wireless	\$ 8.02	\$ -	\$ -	\$ -	\$ 8.02
Hummock LLC-BOA	\$ 6,165.73	\$ -	\$ 24.10	\$ -	\$ 6,189.83
Island Creek Village North	\$ 3,411.74	\$ 32,900.00	\$ 17.86	\$ 35,923.32	\$ 406.28
Kevin & Colleen Griffin	\$ -	\$ 1,500.00	\$ 2.58	\$ -	\$ 1,502.58
Stephen W. McCarthy	\$ -	\$ 1,500.00	\$ 0.39	\$ 1,500.00	\$ 0.39
YoTaco, Inc	\$ -	\$ 1,500.00	\$ 0.58	\$ -	\$ 1,500.58
Sub-Total:	\$ 62,394.28	\$ 37,400.00	\$ 234.68	\$ 48,574.41	\$ 51,454.55
<b>SPECIAL FUNDS:</b>					
CHAP.53 G Planning Board					
Standish LLC-Plan	\$ 1,134.78	\$ 4,000.00	\$ 6.43	\$ 1,372.50	\$ 3,768.71
Periwinkle/Planning	\$ 2,154.80	\$ 1,500.00	\$ 7.36	\$ 3,662.16	\$ -
Duxbury Bay Maritime-Plan	\$ 4,907.84	\$ -	\$ 17.68	\$ 4,925.52	\$ -
Adams Court/Hinkley	\$ 785.08	\$ -	\$ 3.07	\$ -	\$ 788.15
Industrial Tower III	\$ 1,066.40	\$ 2,500.00	\$ 11.14	\$ -	\$ 3,577.54
Cushings Retreat/Elm St. R.T.	\$ -	\$ 5,070.00	\$ 4.76	\$ 2,970.00	\$ 2,104.76
Dacey/Complex Path	\$ -	\$ 3,117.50	\$ 2.02	\$ 2,275.00	\$ 844.52
Newcomb Farm Dairy	\$ -	\$ 5,000.00	\$ 2.46	\$ 5,002.46	\$ -
Olde Kings LLC	\$ -	\$ 3,000.00	\$ 1.90	\$ 820.00	\$ 2,181.90
Cushing-F.F. Mod III	\$ -	\$ 3,000.00	\$ 1.45	\$ 520.00	\$ 2,481.45
30 Railroad Ave/Clifford	\$ -	\$ 5,000.00	\$ 1.68	\$ 1,220.00	\$ 3,781.68
Sub-Total:	\$ 10,048.90	\$ 32,187.50	\$ 59.95	\$ 22,767.64	\$ 19,528.71
<b>SPECIAL FUNDS:</b>					
CHAP.53 G Conservation Commision					
Hummock, LLC	\$ 12,719.43	\$ -	\$ 49.72	\$ -	\$ 12,769.15
Williams-Franklin Street	\$ 593.01	\$ 1,500.00	\$ 4.90	\$ 967.50	\$ 1,130.41
Christopher Castanon	\$ 623.09	\$ -	\$ 2.10	\$ 427.50	\$ 197.69
Industrial Tower & Wireless/Champ	\$ 580.24	\$ 1,100.00	\$ 2.27	\$ 1,170.00	\$ 512.51
Sub-Total:	\$ 14,515.77	\$ 2,600.00	\$ 58.99	\$ 2,565.00	\$ 14,609.76
<b>SPECIAL FUNDS:</b>					
CHAP.53 G Board of Health					
Duxbury Housing-BOH	\$ 123.45	\$ -	\$ 0.48	\$ -	\$ 123.93
Sub-Total:	\$ 123.45	\$ -	\$ 0.48	\$ -	\$ 123.93
Sub-Total of Fund:	\$ 444,737.81	\$ 782,346.18	\$ 1,519.32	\$ 827,989.41	\$ 400,613.90
Warrants Payable	\$ 24,014.18	\$ 31,618.08	\$ -	\$ 24,014.18	\$ 31,618.08
Accrued Payroll	\$ 1,583.28	\$ -	\$ -	\$ 1,583.28	\$ -
	\$ 470,335.27	\$ 813,964.26	\$ 1,519.32	\$ 853,586.87	\$ 432,231.98

# Town of Duxbury

## General Fund Debt

June 30, 2010

	<u>Date</u>	<u>Amt Authorized</u>	<u>Amt Issued</u>	<u>Unissued</u>	<u>2009 Balance</u>	<u>2010- Principal</u>	<u>2010 - Balance</u>
<b>GENERAL FUND</b>							
Snug Harbor/Bluefish ATM	(a)	1996 \$ 650,000	\$ 650,000	\$ -	\$ 303,236	\$ 34,189	\$ 269,047
Refunding of Library					\$ 1,285,000	\$ 175,000	\$ 1,110,000
WPAT indiv septie (out limit)	(a)	1997 \$ 200,000	\$ 195,676	\$ -	\$ 108,700	\$ 10,872	\$ 97,828
WPAT indiv septie (out limit)		2004 \$ 200,000	\$ 192,582	\$ -	\$ 128,305	\$ 10,713	\$ 117,592
Alden School reopening	(4)	1997 \$ 1,700,000	\$ 1,700,000	\$ -	\$ 150,000	\$ 150,000	\$ -
Ashdod	(4)	1998 \$ 600,000	\$ 600,000	\$ -	\$ 60,000	\$ 60,000	\$ -
Senior Center Construction	(5)	2001 \$ 2,183,000	\$ 2,183,000	\$ -	\$ 1,145,000	\$ 145,000	\$ 1,000,000
Shared Septie Wadsworth Field	(6)	2000 \$ 1,028,000	\$ 1,028,000	\$ -	\$ 695,000	\$ 55,000	\$ 640,000
Merry Conservation Land/Millennium Green (Land)	(6)	2002 \$ 310,000	\$ 310,000	\$ -	\$ 105,000	\$ 30,000	\$ 75,000
HS Sewage Treatment Plant	(9)	2002 \$ 3,100,000	\$ 1,457,000	\$ -	\$ 1,155,000	\$ 100,000	\$ 1,055,000
		2007	\$ 65,000	\$ -	\$ 20,000	\$ 20,000	\$ -
School Expansion	(9)	2001 \$ 11,578,000	\$ 11,578,000	\$ -	\$ 9,250,000	\$ 775,000	\$ 8,475,000
Fire Alarms		2006 \$ 84,000	\$ 84,000	\$ -	\$ 45,000	\$ 20,000	\$ 25,000
Senior Center Parking Lot		2007 \$ 65,000	\$ 65,000	\$ -	\$ 30,000	\$ 15,000	\$ 15,000
Cemetery Expansion		2007 \$ 80,000	\$ 80,000	\$ -	\$ 40,000	\$ 20,000	\$ 20,000
Equipment (Ambulance, Fire Truck,DPW Trailer, Tractor )		2007 \$ 380,000	\$ 380,000	\$ -	\$ 126,000	\$ 126,000	\$ -
Seawalls		2007 \$ 125,000	\$ 125,000	\$ -	\$ 110,000	\$ 15,000	\$ 95,000
Percy Walker Pool Building Remodeling	3/10/2007 STM	\$ 2,200,000	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 2,200,000
Engineering - Percy Walker Pool	2010	\$ 163,000	\$ 163,000	\$ 953,000.00	\$ -	\$ -	\$ 163,000
Building Remodeling School	2010	\$ 1,540,000	\$ 587,000	\$ -	\$ -	\$ -	\$ 587,000
Engineering - School	2010	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
		\$ 26,386,000	\$ 23,843,258	\$ 953,000.00	\$ 14,756,241	\$ 1,761,774	\$ 16,144,467
<b>UNISSUED</b>							
Percy Walker Pool Architectural, Engineering & Design Services	3/8/2008	\$ 163,000	\$ 163,000	\$ -	\$ -	\$ -	\$ -
Architectural, Engineering & Design Services Middle & High School	3/14/2009	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Chandler School Roof Replacement	3/14/2009	\$ 1,540,000	\$ 587,000	\$ -	\$ -	\$ 953,000	\$ -
Percy Walker Pool Renovation & Improvement	3/14/2009	\$ 2,200,000	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -
Total		\$ 4,103,000	\$ 3,150,000	\$ -	\$ -	\$ 953,000	\$ -

**Town of Duxbury**  
**Water Debt**  
**June 30, 2010**

	<u>Date</u>	<u>Amt Authorized</u>	<u>Amt Issued</u>	<u>Unissued</u>	<u>2009- Balance</u>	<u>2010- Principal</u>	<u>2010- Balance</u>
<b>WATER</b>							
Evergreen Treatment Plant	1996	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 272,461	\$ 54,500	\$ 217,961
Pipe Replacement (PCE)	1998	\$ 750,000	\$ 750,000	\$ -	\$ 136,198	\$ 27,200	\$ 108,998
Mayflower (well exempt)	1998	\$ 103,000	\$ 103,000	\$ -	\$ 18,697	\$ 3,800	\$ 14,897
Pipe Replacement (PCE)	1999	\$ 400,000	\$ 400,000	\$ -	\$ 72,644	\$ 14,500	\$ 58,144
Pipe Replacement (PCE)	2000	\$ 408,000	\$ 408,000	\$ -	\$ 40,000	\$ 40,000	\$ -
Pipe Replacement (PCE)	2001	\$ 225,000	\$ 225,000	\$ -	\$ 60,000	\$ 20,000	\$ 40,000
Pipe Replacement (PCE)	2002	\$ 408,000	\$ 408,000	\$ -	\$ 150,000	\$ 40,000	\$ 110,000
Pipe Replacement (PCE)	2002	\$ 102,000	\$ 102,000	\$ -	\$ 40,000	\$ 10,000	\$ 30,000
Merry Land	2002	\$ 113,000	\$ 113,000	\$ -	\$ 40,000	\$ 10,000	\$ 30,000
Herring Weir	2003	\$ 400,000	\$ 400,000	\$ -	\$ 200,000	\$ 40,000	\$ 160,000
Pipe Replacement (PCE)	2004	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 550,000	\$ 110,000	\$ 440,000
Tremont Main (STM 3/04)	2004	\$ 100,000	\$ 100,000	\$ -	\$ 70,000	\$ 10,000	\$ 60,000
Tremont Engineering (STM 11/03)	2004	\$ 400,000	\$ 400,000	\$ -	\$ 280,000	\$ 40,000	\$ 240,000
Pipe Replacement (PCE)	2005	\$ 100,000	\$ 100,000	\$ -	\$ 60,000	\$ 20,000	\$ 40,000
Pipe Replacement (PCE)	2004	\$ 120,000	\$ 120,000	\$ -	\$ 76,000	\$ 28,000	\$ 48,000
Damon Wells	2004	\$ 580,000	\$ 580,000	\$ -	\$ 535,000	\$ 45,000	\$ 490,000
Damon Wells	2006	\$ 100,000	\$ 100,000	\$ -	\$ 60,000	\$ 20,000	\$ 40,000
Rt. 3 Water Main		\$ 550,000	\$ 550,000	\$ -	\$ 510,000	\$ 40,000	\$ 470,000
Birch St. Tank Engineering	2006	\$ 250,000	\$ 221,000	\$ 29,000	\$ 93,000	\$ 31,000	\$ 62,000
Damon Well	3/8/2008	\$ 570,000	\$ 570,000	\$ -	\$ 530,000	\$ 40,000	\$ 490,000
Birch St. Tank	3/10/2007	\$ 3,150,000	\$ 3,150,000	\$ -	\$ -	\$ 139,851	\$ 3,010,149
Total Authorized		\$ 11,429,000	\$ 11,400,000	\$ 29,000	\$ 3,794,000	\$ 783,851	\$ 6,160,149
<b>UNISSUED</b>			<u>Issued</u>	<u>Retired</u>	<u>Recinded</u>	<u>Unissued</u>	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

## TREASURER/COLLECTOR

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The Treasurer/Collector is pleased to submit the annual report for the fiscal year ending June 30, 2010. Our office is responsible for the receipt, investment, and disbursement of all Town funds including payroll; billing and collection of all taxes and utilities; collection and issuance of beach and transfer permits and fees; debt management; administration of the various Town trust funds; collection and issuance of mooring and shellfish permits and fees; and management of the Town's property that is in Tax Title or Foreclosure.

### ***Cash Management***

The Treasurer is responsible for investing public monies at the highest rate reasonably available, taking into account safety, liquidity, and yield. In the current market turmoil, managing liquidity and ensuring the security of the Town's funds have become increasingly important. The stability of the institutions with which we do business has taken priority over return on investment.

<b>Bank Balances as of June 30, 2010</b>	
<b>CDs</b>	<b>\$2,087,569</b>
<b>Disbursement Accounts</b>	<b>\$916.880</b>
<b>Money Market</b>	<b>\$20,532,204</b>
<b><u>Trust Funds</u></b>	<b><u>\$7,108,219</u></b>
<b>Balance June 30, 2010</b>	<b>\$30,644,872</b>

### ***Debt***

The Town issued a 15-year bond in March of 2010, for \$3,150,000.00 at a net interest cost of 2.88%. This issue was comprised of \$2,200,000 for the Percy Walker Pool remodeling; \$163,000 for the Percy Walker Pool engineering; \$587,000 for the Chandler School roof; and \$200,000 for a School engineering study.

#### **LONG TERM DEBT ISSUED IN FY2010**

<u>Purpose</u>	<u>Amount</u>	<u>Maturity</u>
Pool (Remodel)	\$2,200,000	03/15/2025
Pool (Engineering)	163,000	03/15/2025
School Roof	587,000	03/25/2025
School (Engineering)		200,000
03/15/2012		



**Tax Collections Outstanding as of 06/30/2010****Town of Duxbury**

June 2010

**Balance Per Collector's Detail****Real Estate Taxes**

Levy of 2009	480.04
Levy of 2010	573,413.96
Levy of 2011	20,875,086.33
	<hr/>
	21,448,980.33

**Community Preservation**

Levy of 2009	14.35
Levy of 2010	16,034.23
Levy of 2011	609,298.89
	<hr/>
	625,347.47

**Real Estate Tax Liens/Tax Title** 77,244.09

**CPA Tax Liens/Tax Title** 1,851.85

**Deferred Property Taxes (Chap 41A)** 213,058.61

**Taxes in Litigation (Taxes & WL)** 0.00

**Tax Foreclosures/Tax Possessions** 669,582.63

**Other Departmental Receivables**

Veterans' Services	0.00
	<hr/>
	0.00

**Personal Property Taxes**

Levy of 2006	228.11
Levy of 2007	312.48
Levy of 2008	858.84
Levy of 2009	1,884.07
Levy of 2010	5,301.07
Levy of 2011	214,863.33
	<hr/>
	223,447.90

**Motor Vehicle Excise**

Levy of 2001	6,231.30
Levy of 2002	8,661.47
Levy of 2003	8,728.68
Levy of 2004	6,136.58
Levy of 2005	4,962.41
Levy of 2006	7,692.61
Levy of 2007	5,735.24
Levy of 2008	5,906.04
Levy of 2009	19,827.07
Levy of 2010	65,337.19
	<hr/>
	139,218.59

<b>Boat Excise</b>	
Levy of 2005	15.00
Levy of 2006	0.00
Levy of 2007	627.00
Levy of 2008	1,155.00
Levy of 2009	1,941.00
Levy of 2010	1,841.00
	<hr/>
	5,579.00
<b>Water Liens</b>	
Levy of 2010	345.04
	<hr/>
	345.04
<b>Sewer Liens</b>	
Levy of 2010	919.50
	<hr/>
	919.50
<b>Service Liens</b>	
Levy of 2010	75.00
	<hr/>
	75.00
<b>Demand Lien</b>	
Levy of 2010	70.00
	<hr/>
	70.00
<b>Water Enterprise</b>	
Levy of 2006	0.00
Levy of 2007	0.00
Levy of 2008	0.00
Levy of 2009	(17.48)
Levy of 2010	145,379.52
	<hr/>
	145,362.04
<b>Water Service Fees</b>	
Levy of 2007	0.00
Levy of 2008	0.00
Levy of 2009	0.00
Levy of 2010	196.35
	<hr/>
	196.35
<b>Marshfield Resident Water</b>	
Levy of 2010	0.00
	<hr/>
	0.00
<b>Sewer User Fees</b>	
Levy of 2008	0.00
Levy of 2009	17.48
Levy of 2010	14,647.97
	<hr/>
	14,665.45
<b>Snug Harbor/Blue Fish Sewer Betterment</b>	
Levy of 2010	13.23
	<hr/>
	13.23
<b>Snug Harbor/Blue Fish Sewer Committed Interest</b>	
Levy of 2010	2.49
	<hr/>
	2.49
<b>Bay Road Sewer Betterment</b>	
Levy of 2010	0.00
	<hr/>
	0.00

**Bay Road Sewer Committed Interest**

Levy of 2010	0.00
	0.00

**Title V Betterment**

Levy of 2010	0.00
	0.00

**Title V Committed Interest**

Levy of 2010	0.00
	0.00

**BETTERMENTS UNCOMMITTED TO REAL ESTATE****Snug Harbor/Blue Fish Betterment**

Levy of 1999	137,733.20
Levy of 2003	32,799.84
	170,533.04

**Bay Road Betterment**

Levy of 2003	462,441.20
	462,441.20

**Title Five Betterment**

Levy of 2000	13,560.72
Levy of 2001	11,368.86
Levy of 2002	10,618.09
Levy of 2003	37,894.51
Levy of 2004	27,762.66
	101,204.84
	24,300,138.65

***Municipal Lien Certificates***

Municipal lien certificates (MLC's) are issued to lawyers and mortgage-lending institutions to assist in the transfer and/or refinance of real estate. Seven hundred twenty one (721) MLC's were issued during FY2010, producing revenue of \$36,050.00. This was a decrease of \$7,950.00 from FY09.

***Payroll***

	Year Checks 06/30/10	Ended Issued
PAYROLL		
Town Departments	\$11,659,965	6,569
School	\$23,791,406	14,377
TOTAL	\$35,451,371	20,946

The Treasurer's office in conjunction with Elizabeth Mahan (thanks Liz) in Accounting is responsible for all payroll activities including accurate and timely payments to all full-time, part time and seasonal employees; the related employee/employer deductions, taxes and wage reporting.

### ***Beach and Transfer Station Permits***

Below is a comparison chart of FY09 and FY10 permit sales. There was an increase in all permits issued for FY10. Non-resident on-line purchases increased by 32% in FY10 (\$377,710.00 in FY09 compared to \$498,340.00 in FY10).

<b><u>The \$\$ Amount</u></b>	<b><u>1/1/09-06/30/09</u></b>	<b><u>1/1/10-06/30/10</u></b>	<b><u>Difference</u></b>	
Non-Res(incl online)	\$ 732,940.00	\$ 864,775.00	\$ 131,835.00	
Res OS/PK	\$ 499,785.00	\$ 510,745.00	\$ 10,960.00	
Shellfish	\$ 73,485.00	\$ 76,630.00	\$ 3,145.00	
Transfer Station	\$ 144,025.00	\$ 144,668.00	\$ 643.00	
<b><u>Total</u></b>	<b><u>\$ 1,450,235.00</u></b>	<b><u>\$ 1,596,818.00</u></b>	<b><u>\$ 146,583.00</u></b>	<b>10.11% increase</b>

### ***Mooring and Shellfish Fees***

In fiscal year 2010, the Town issued 1,021 mooring permits, 1,274 shellfish permits, 750 dog-walking permits, and 32 horseback riding permits for total revenue of \$211,189.00.

I am very appreciative of the efforts of my staff; Maureen Connolly, Mary Leach, Dolores Marchewka, Kelly Smith and Diana Wang for their hard work and dedication. I would also like to thank Jane McNiff, Meridythe Reed, Pat Costello and Ann Hamadeh for their contribution during peak times in this office.

Respectfully submitted,

Thomas J. Connolly, CMMT, CMMC  
Treasurer/Collector



## TRUST FUNDS

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Balances may be found in the Accounting records

### **ANNA BIGELOW DAVIS FUND**

As per the will of Anna Bigelow Davis: "one part to the Town of Duxbury, the principal thereof to be invested and the net income therefrom to be employed for the purpose of establishing and maintaining at the Duxbury High School, an Art Scholarship Fund for needy students who have studied art in the Duxbury High School Art Department."

### **ANNIE DREW DUNHAM SCHOLARSHIP FUND**

"Under term of Will (Accepted ATM 3/14/64, Art. 45) Article Sixteen: (b) Three-fourths thereof I give to the Town of Duxbury, in trust, nevertheless, to invest, reinvest, and from time to time to change the investments at the discretion of said trustee, and annually (January first to December first) to pay the net income therefrom derived in a scholarship to, or on behalf of, a student selected as hereinafter provided, in furtherance of his or her education in any branch of learning which such student prefers, and which student is a resident of Duxbury who is graduating from, or has graduated from, Duxbury High School (or if Duxbury no longer shall have its own high school, then the regional or district high school of which Duxbury is a participant). Selection of such student (preferably one in the then-current graduating class) shall be made before June first of each year by a group made up of the following members: The Superintendent of Schools of the Town of Duxbury (or if Duxbury shall no longer have its own school superintendent, then the superintendent of the regional or district school of which Duxbury is participant); the Principal of the Duxbury High School (or if Duxbury shall no longer have its own school principal, then the principal of the regional or district school of which Duxbury is participant); and the members of the Duxbury School Committee.

Should the group herein before provided, or any of them, be unwilling to accept the responsibility of selecting students, to receive such scholarships, the Town of Duxbury, may, at any regular or special Town Meeting, appoint alternates for said principal, Superintendent, and members of the School Committee, and such alternate or alternates may substitute for the person or persons unwilling or unable to participate in such selection.

The fund hereby created shall be known as "The Annie Drew Dunham Scholarship Fund", and the scholarship shall be known as "The Annie Drew Dunham Scholarship".

### **AGNES E. ELLISON FUND**

"The income to be used for the under-privileged children in need of medical attention, particularly to alleviate blindness and deafness."

### **ARTHUR D. EATON CEMETERY FUND**

Last Will and Testament of Arthur D. Eaton - Article Tenth:

"All the rest, residue and remainder of my estate to the Town of DUXBURY, a municipal corporation within said County of Plymouth, and Commonwealth of Massachusetts, IN TRUST NEVERTHELESS, the income therefrom to be expended annually by the Cemetery Trustees of said Town, insofar as may be necessary for the perpetual care of said Eaton Lot, so-called, being Lot #1259 in Mayflower Cemetery, wherein is buried the body of my late Mother, Edna L. Eaton, and in which my body is to be buried as aforesaid, and for flowers and the placing thereof annually in front of the monument on said lot on Memorial Day, and for a wreath and the attaching thereof, annually, to said monument on Christmas Day, the balance of said income in each year to be used for the general care, improvement, and the embellishment of the 'old portion' so-called, of said Mayflower Cemetery: said fund to be known as the "Arthur D. Eaton Fund".

### **BENJAMIN M. FEINBERG TRUST FUND**

"I give and bequeath to the inhabitants of the Town of Duxbury, Massachusetts for educational purposes the sum of fifteen hundred (\$1,500) dollars. Said sum shall be held in trust by the Town of Duxbury and the Principal thereof shall be invested so that the members of the School Committee of said Town may make an annual award to a member of each year's graduating class of the high school, who intends to

pursue his or her education further, either in a college, university, trade school or other institution of higher learning. It is my desire that preference be given to a student who may be in need of financial assistance. The amount of such award shall be determined by the Trustees and shall be paid out of the annual income or out of the undistributed income

"The term 'Annual Income' shall be the 'net income' as herein defined, for the 'fiscal year' of the Fund which ends prior to the date of graduation for which such award is to be made. The term 'net income' as herein used shall include income received from all sources, other than gains from sales or exchanges of property, held by such Fund, after deducting all expenses property chargeable against income. Any gains or losses from sales or exchanges of property held by such Fund shall be regarded as an addition to or as a charge against Principal. The fiscal year of such Fund shall be the twelve-month period commencing with the first day of the month in which such fund shall be created."

#### **EBEN H. ELLISON TRUST FUND**

"Annual Town Meeting, April 28, 1990, Article 36, moved and seconded that the Town vote to accept a gift from Eben H. Ellison Trust and authorize the Board of Selectmen to establish procedures regarding the use of such gift in accordance with Article 36 of the warrant:

"To see if the Town will vote to accept a certain sum of money from the Eben H. Ellison Trust to be invested by the Treasurer, in which no more than one-half the income derived there from shall be disposed of for the support and maintenance of the William P. Ellison Playgrounds, and the remaining income to be used for a worthy Town need or project. All funds are to be allocated at the discretion of two Trustees, Elton F. Drew and Clarence W. Walker, or their successors.

All funds not so expended in any year shall be reinvested by the Treasurer. The sum of Five Hundred (\$500.00) dollars, Two Hundred Fifty (\$250.00) dollars per trustee per year, from the income shall be paid to the Trustees."

#### **EDMUND A. DONDERO SCHOLARSHIP FUND**

Special Town Meeting held May 5, 1986, Article 5, it was moved and seconded that the Town appropriate and transfer \$1,000.00 from Free Cash to establish a scholarship fund, in the name of and to honor Edmund A. Dondero, the income from which is to be used toward the payment of college tuition and expenses for a deserving student interested in pursuing a career in government service, with the scholarship funds to be administered and applied under the Board of Selectmen.

#### **EDWARD P. HOBART SCHOLARSHIP FUND**

As per Will of Ruth C. Hobart-

"Article Fifth: I give and bequeath unto the Town of Duxbury, a municipal corporation within said County of Plymouth and Commonwealth of Massachusetts, the sum of Ten Thousand dollars (\$10,000), IN TRUST NEVERTHELESS, the net income to be paid in annual scholarships to be determined by the amount of income available for distribution in each year. Any excess over the amount necessary to make one or more full scholarships of Five Hundred Dollars (\$500.00) each shall be paid in conjunction with income earned in the year following, or subsequent years, to aggregate a full Five Hundred Dollars (\$500.00) scholarship."

#### **HARRIETT S. CROZIER SCHOLARSHIP FUND**

"Under term of Will - 22nd, A. Scholarship Fund of the Town of Duxbury, Massachusetts, in memory of my late sister, Marion A. Crozier".

#### **HARRY C. & MARY E. GRAFTON MEMORIAL SCHOLARSHIP FUND**

"To establish two one-year scholarships for needy Duxbury High School seniors who plan to continue their education. The Trustees contemplate that this will be an annual award, and that each recipient will be supported for up to four consecutive years (at \$1000 per year upon satisfactory completion of the prior year) for college, or vocational training. Thus, future grants from the Grafton Trust to the Town for this purpose could be increased to a total of \$8,000 in a given year".



#### **HELEN DELANO HOWE SCHOLARSHIP FUND**

"Twenty-sixth: I give and bequeath the sum of One Hundred Twenty-Five Thousand (\$125,000) to the Town of Duxbury to establish in this Massachusetts town, a separate fund to be known as the Helen Delano Howe Scholarship Fund, the income of such fund to be awarded annually on an objective and non-discriminatory basis, in one or more scholarships, to students residing in said town who desire to continue their education after high school in an educational institution, as defined in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986, as amended (the 'Code'), with preference to those students intending to enter the teaching profession. Said scholarships are to awarded and administered by the process usually employed in the selection of scholarship candidates in named Town. Such awards may be made to students upon their graduation from high school and the recipients thereof shall continue to be eligible for annual awards, providing that student remains academically and personally qualified and worthy, in the discretion of the awarding authority until the student has received the bachelor's degree."

#### **HERITAGE FUND**

The Board of Selectmen voted to adopt the following motion at their meeting of July 9, 1990:

"Moved the Town Accountant be authorized to transfer \$14,000 from the Excess and Deficiency (E & D) Fund to Duxbury Heritage Fund to be established by the Town Treasurer. Said action being consistent with the Motions adopted under Article 14 of the Special Town Meeting of March 1988, and Article 2, of the Special Town Meeting of November 1988.

The Duxbury Heritage Trust Fund shall be for promotion of the Town of Duxbury's natural, historical and cultural heritage. The Board of Selectmen shall enact rules and regulations to govern the Fund and may accept contributions to the Fund and may expend investment earnings of said Fund. Said Fund is established with the \$14,000 contribution given to the Town on behalf of the Town's 350th Anniversary Celebration.

The Town Treasurer shall each year submit to the Board of Selectmen a written account summarizing the assets, contributions and expenditures of said fund. The Selectmen may appoint a committee to advise and assist the Board in the administration of said Fund."

#### **ISABELLE FREEMAN TRUST FUND**

"I bequeath and devise to the Town of Duxbury, Massachusetts, but in TRUST nevertheless for the following uses and purposes: to maintain my house lot at 155 Depot Street, Duxbury, Massachusetts, in conservation for use as, but not limited to, a bird sanctuary. Such money to be included in this bequest shall be held intact, the income there from to be used for minor repairs of the real estate.

Should the income from such money exceed the operating and maintenance expenses of said real estate, then the Trustees may, in their discretion, expend appropriate portions of the income to provide ambulance services in the Town of Duxbury, Massachusetts, but for no other purposes.

I nominate as Trustees for this bequest to the Town of Duxbury, Massachusetts, its duly elected Board of Selectmen.

#### **ISABELLE V. FREEMAN POWDER POINT TRUST**

"Income to be expended under direction of the Selectmen for Ambulance Services only."

#### **JAMES BUECHLER BOOK FUND**

Gift left in memory of James Buechler, a former teacher, for the schools to purchase books.

#### **JONATHAN AND RUTH FORD TRUST FUND**

"Net income only, of said funds, is to be paid by said Town from time to time each year to or for the benefit of those residents of said Town who are, in the sole discretion of said Town, financially unable to secure badly needed medical and/or nursing care, supplies, hospitalization, operations, x-rays, and/or assistance (including dental work) deemed necessary by said Town in any case."

#### **KING CAESAR'S FUND**

"To provide for relief of the poor and elderly citizens of said Town; and to assist any citizen of said Town who is, in the judgment of the Selectmen, otherwise unable to pay in obtaining proper medical, dental, psychiatric and nursing care by establishing, equipping and maintaining, through the Plymouth Community Nurse Association or otherwise, a program or programs of preventative medicine and a clinic or clinics for furnishing such care at convenient and accessible locations in said Town and by other appropriate means. Within 90 days following the payment to the Selectmen, they shall submit to the trust a written report as to the objects or purposes for which said payment has been or is to be expended."

#### **LADIES UNION FAIR ASSOCIATION OF DUXBURY TRUST FUND**

Accepted at Annual Town Meeting, March 14, 1964, Article 32. Income to be used for the general care of the old section of Mayflower Cemetery.

#### **LUCY E. EWELL TRUST FUND**

"Income to be paid over" annually to the authorities in charge of the 'Upper Cemetery' on Keene Street in the part of the Town of Duxbury called ASHDOD, to be expended by them for the care, improvement and embellishment of said cemetery."

#### **LUCY HATHAWAY TRUST FUND**

"Income to be 'applied for the purpose and in the proportion hereinafter specified':

- (a) One-fourth of said income to be applied to the care and improvement of the public streets in said Town of Duxbury;
- (b) One-eighth of said income to be applied to the care of shade trees within the limits of the public highways in said Town of Duxbury;
- (c) One-sixteenth of said income to be applied to the care and improvement of Mayflower Cemetery in said Town of Duxbury;
- (d) One-fourth of said income to be applied to the support of the public schools in said Town of Duxbury;
- (e) One-sixteenth of said income to be applied to the purchase of books for the public library in said Town of Duxbury;
- (f) One-eighth of said income to be applied to the care and maintenance of the public landings in said Town and the approaches thereto;
- (g) One-eighth of said income to be applied to the maintenance and care of public bridges in said Town."

#### **MARGERY S. PARCHER MEMORIAL TRUST FUND**

Special Town Meeting held November 23, 1987, Article 18, it was moved and seconded that the Town vote to approve the establishment of the Margery Parcher Memorial Trust Fund, said Fund to be used to enhance the Town of Duxbury's Annual Fourth of July activities as directed by the Board of Selectmen on the advice of the Fourth of July Committee.

#### **MARIETTA F. RUSSELL SCHOOL LIBRARY FUND**

"Received from the Estate of Marietta F. Russell, check for \$1,500.00 bequeathed to the Town of Duxbury by said Marietta F. Russell, under and in accordance with the provisions of Paragraph 14 of her Will, in memory of her parents, Edward B. Russell and Katherine A. Russell, to be held in Trust, and the income therefrom to be used annually for the purchase of books for the Library of the Duxbury High and Elementary Schools."

#### **MARIETTA F. RUSSELL SCIENCE MATERIAL FUND**

"Received from the Estate of Marietta F. Russell, check for \$500.00 bequeathed to the Town of Duxbury by said Marietta F. Russell, under Paragraph 34 of her said Will, the income therefrom to be used for the purchase of science materials for the Elementary and High Schools."

#### **MARY E. CARR NEPTON SCHOLARSHIP FUND**

"Terms of Will- Clause 6. All the rest, residue and remainder of my estate, both real and personal, I give, devise and bequeath to my Trustee hereinafter named, in trust as follows:



(a) To establish a fund to be called 'The Mary E. Carr Nepton Scholarship Fund of the Town of Duxbury'.

(b) The said fund to be held by the Town Treasurer of Duxbury, Massachusetts, as a trust fund, the net income therefrom to be used from time to time for the payment of a part or all of the tuition of needy male students at a recognized college or other institution of higher learning."

#### **MOLLY HOPKINS TAFT LIBRARY SERVICE SCHOLARSHIP AWARD**

"To provide a living memorial and at the same time to encourage academic excellence by Duxbury High School students, and especially those who are active in school library activities.

##### **Basis for Selection of Recipient:**

Academic excellence is required. If there is a Library Service Club, or equivalent student activity in assisting with the maintenance of library systems, selection should focus on a college-bound student who has participated in such activities. Demonstrated knowledge of library access procedures and unusual familiarity in the use of reference material could aid in selection in lieu of library service although library service is preferable. Performance, not "need" is to be prime consideration. Special consideration is to be given to a student who qualifies well in the two foregoing conditions and has been accepted by Wellesley College, Molly's alma mater.

In the event the student who is thought to most nearly meet the above described conditions elects to not accept this award it should be allowed to accumulate that year, since it is intended that the recipient be selected on academic excellence and library service or unusual facility with and knowledge of reference material accession. Also, in the unlikely event that there is no suitable candidate the fund should be allowed to accumulate.

The award is to be made to reach recipient only one time; it is intended for college expenses during the first year. In the event that the designee cannot attend a school of higher learning in the same calendar year in which the award was made -- for whatever reason--the amount awarded is to be held in the Fund for up to three years for that person's use when electing to go forward with his education. If not claimed by the end of the three-year period, the award is voided and amount of the award reverts unconditionally to the Fund.

If there is a direct descendent of Molly Hopkins Taft (Molly Malvina Taft) who wishes to participate in the selection of the recipient, that person will, after obtaining School Department recommendations, have the right to determine who will be selected for the award, since it is believed that such person is more likely to understand the intent of this Fund."

#### **MYLES STANDISH HOMESITE FUND**

"Annual Meeting, Town of Duxbury 3/1/30 - Article 15 - Voted unanimously that the Town accept the homesite of Myles Standish at Standish Shore and send thanks to the Trustees of the Standish Monument Association.

Annual Meeting, Town of Duxbury 3/7/31 - Article 30 - Voted unanimously that the Town accept the gift of \$1,133.16 from the Standish Monument Association, the income from this amount to be used for the care of the lot at Standish Shore where the original Myles Standish house was located.

Annual Meeting, Town of Duxbury 3/12/60 - Article 21 - Voted to authorize the Town Treasurer to accept from time to time any and all money which may be donated to the Myles Standish Monument Fund."

#### **NELSON T. SAUNDERS MEMORIAL TRUST**

Special Town Meeting held April 28, 1990, Article 9, moved and seconded that the Town vote to approve the establishment of the Nelson Saunders Memorial Trust Fund of which the principal and interest may be used for shellfish propagation and cultivation for the Town of Duxbury as approved by the Board of Selectmen on the advice of the Shellfish Advisory Committee.

#### **RICHMOND G. WIGHT FUND**

Annual Town Meeting held March 11, 1989, Article 36, moved and seconded that the Town accept a gift from the Estate of Richmond G. Wight and authorize the Board of Selectmen to establish procedures regarding the use of said gift in accord with the provision of the Will of Richmond G. Wight. "The gift to the Town of Duxbury is in trust, the income, current and accumulated, to be used in the discretion of the Selectmen or such other persons as may be designated by the Town to exercise such authority, for those proposed beneficial to the Town and its inhabitants for which adequate public funds are not available. Preference shall be given, but not limited, to uses related to the history of the Town, the preservation of historical places and buildings, and the encouragement of all forms of art and artistic appreciation and endeavor within the Town. Payment may be made to charitable organizations for such purposes."

#### **THOMAS D. HATHAWAY FUND**

"Income to be expended annually in the purchase, planting and replanting of shade and ornamental trees and shrubbery on and in the several Town ways and highways in said Town of Duxbury and in the care of the same, but should the Selectmen of said Town in any year or years think there was more money from said income than could be well expended for the foregoing purposes they may expend a portion of said income as shall seem to them expedient in improving the sidewalks in said Town of Duxbury."

#### **WESTON-THOMPSON FUND**

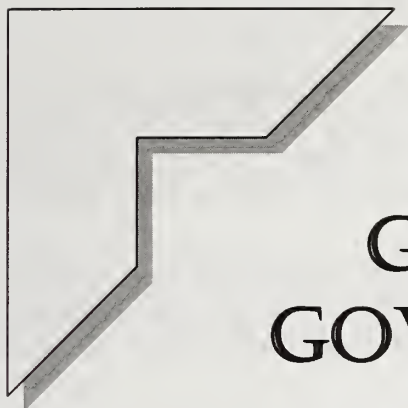
"To the Town of Duxbury, Massachusetts, the sum of Ten Thousand Dollars, to be held and administered by the Town Treasurer, with the advice and consultation of the Trustees of Trust Funds, as an endowment to be known as the "Weston-Thompson Fund". The income from said endowment shall be used to provide scholarships for graduates of Duxbury High School who wish to pursue their education in the vocations, such as, but not limited to, carpentry, plumbing, electrical work, auto mechanics, and electronic services, and who would, without financial assistance, be unable to advance in their chosen fields. The selection of the recipient or recipients of this award each year shall be made by the principal of Duxbury High School and the superintendent of the Duxbury school system."

#### **WILLIAM P. ELLISON CHARITABLE TRUST**

Special Town Meeting held March 11, 1984, Article 4, moved and seconded that the Town vote to accept a gift from the estate of William P. Ellison and authorize the Board of Selectmen to establish procedures and decide upon uses of said gift that are to be for exclusively public purposes. The Board of Selectmen voted March 27, 1989 to approve the use of the Ellison gift for lights at Chandler Field.

#### **WILLIAM PENN HARDING LIBRARY FUND**

"Income to be paid by the Town Treasurer to the trustees of the Public Library of said Town, sometimes called the 'Wright Memorial Library' to be expended by them in the month of May each year, in the purchase of recent books on Science, Art or Travel of a popular and instructive character, which books shall be placed in said library for general circulation. Said bequest shall be designated as 'William Penn Harding Library Fund' which designation shall be printed or written in all books so purchased when placed in said Library."



# GENERAL GOVERNMENT

CABLE ADVISORY COMMITTEE

DUXBURY CULTURAL COUNCIL

FOURTH OF JULY COMMITTEE

INFORMATION SERVICES

PERSONNEL BOARD

WAR MONUMENT COMMITTEE



## CABLE ADVISORY COMMITTEE

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The Cable Advisory Committee advises the Board of Selectmen and the Town Manager on cable-related matters. Although the Committee strives to identify and address the concerns of Duxbury's cable customers and to monitor their satisfaction with the service being provided, federal law limits municipal oversight of cable service provided by a traditional cable company or by the local phone company. The Town has no jurisdiction over channel lineup, rates, or Internet service.

The major achievement of this past year was the granting of a cable TV franchise by the Board of Selectmen to Verizon on June 14. This will enable Verizon to offer over its FiOS network cable TV, as well as phone and Internet services. Duxbury will finally have a competitive cable TV market. Although 70 percent of the town was FiOS-ready as of the granting of the franchise license, Verizon has five years to completely wire the town.

As of the writing of this report, the Committee has not yet reached a cable franchise licensing agreement with Comcast. Comcast purchased the Adelphia license as part of Adelphia's bankruptcy proceedings and has been operating under the Adelphia license that expired in 2004. We are hopeful that an agreement will be reached by the end of 2010.

The major issue of contention with both Verizon and Comcast has been over the future operations of Duxbury's Public, Education, and Government (PEG) channels. The committee has insisted that the Town retain all three channels. While there will be changes in the operation of the PEG channels, subscribers will hopefully see enhanced content on all three channels. The Committee will be working to minimize any disruption in these services during the transition period.

Respectfully submitted,  
William J. Kearney, Interim Chair

## DUXBURY CULTURAL COUNCIL

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The Duxbury Cultural Council (DCC) awards funds from the Massachusetts Cultural Council (MCC) to support the arts, humanities and interpretive sciences in the community. In FY 10 the DCC received more than 20 grant applications totaling over \$10,000. DCC awarded grants totaling \$6,500 to 14 projects, giving preference to multi-generational and culturally diverse programs in Duxbury and nearby local communities.

Applicant	Project	Approved
<b>From MCC Funds</b>		
Art Complex Museum	Japanese Tea Ceremony	\$400
Art Complex Museum	Student Outdoor Sculpture	400
Bay Players	"Plaza Suite"	300
Chandler PTA	Theatre Works	800
Duxbury Free Library	Haiku Poetry	300
Friends of Duxbury Council on Aging	Dinner Theater	400
North River Arts	34 <sup>th</sup> Festival of Arts	400
Pilgrim Festival Chorus	2009-2010 Concert Season	250
Pilgrim Hall Museum	Treasure Hunts	200
Snug Harbor Chorus	Concert	400
South Shore Art Center	"55 <sup>th</sup> Arts Festival"	150
	<b>Sub-total</b>	<b>\$4,000</b>



**From Self Funding (DCC Fundraising)**

Gurnet Theatre	Theatre Project	\$1500
South Shore Conservatory	Cinderella	500
	Summer Arts Festival	500
<b>Sub-total</b>		<b>\$2,500</b>
<b>Grand Total</b>		<b>\$6,500</b>

The awards reflected the MCC FY 10 allotment of \$4000. October 15, 2009 marked the deadline for applications. The DCC met to award the grants on November 10, 2009. By the January 15, 2010 deadline, DCC submitted to MCC 11 successful applications with supporting material. In addition, the Committee met on March 31, 2010 to approve 3 additional projects from self-funding.

DCC had no members depart during the reporting period and received no new members. DCC was fortunate to have 11 experienced members. As of June 30, Eija Heward has resigned and Alice Vautrain completed her term as Chairman. Barbara Kiley was elected as new Chairman, Helen Fowler will continue as Secretary, and Mary Beth MacQuarrie as Treasurer. Several new members are being considered.

The Duxbury Cultural Council is indebted to the Massachusetts Cultural Council representative, Kylie Sullivan for her guidance and support. MCC continues to designate DCC as a "streamlined council", a classification given to cultural councils that have demonstrated a history of sound judgment in granting practices and whose members have completed all required training courses.

Respectfully submitted,

Alice Vautrain, Chairman  
Helen Fowler, Secretary  
Mary Beth MacQuarrie, Treasurer

Marcy Bravo  
Rebecca Chin  
Laura Doherty  
Eija Heward

Barbara Kiley  
Anthony Pilla  
Janet Ritch  
Larry Smith

## FOURTH OF JULY COMMITTEE

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Each year the Fourth of July Activities Committee begins preparations in February, and 2010 was no different. Much effort goes into the planning of this community event, and various subcommittees are instrumental in pulling off a successful weekend of activities that include the Beach Party and 4<sup>th</sup> of July Parade. The Committee also promoted the 4<sup>th</sup> of July Road Race, which the Duxbury Education Foundation took over; the South Shore Bay Band Concert, which takes place in front of the High School during the holiday weekend; and the Cornerstone Lodge's 4<sup>th</sup> of July Breakfast, which has become a traditional event.

The Committee set a budget of \$36,000 for both the beach party and the parade. We received \$10,000 from the appropriation at the 2009 annual town meeting and worked tirelessly for several months to raise additional funds to cover the expenses. Our annual appeal letter for donations to the Margery Pacher Fund went out to all residents early in May. By the end of the fiscal year (June 30), we had received the additional amounts needed. We are very grateful to the many residents who made donations and to local businesses that placed ads in our parade booklet.

The Committee selected its parade theme, "American Pastimes," with the goal of creating a theme that would generate lots of floats. Each year between 10-15 community groups create floats for the parade, and they truly make the parade a hometown experience. Due to a variety of reasons, the number of floats seems to be diminishing, which is why the committee decided to make floats a priority and even increased the cash prizes for float awards by about 30 percent.

The 4th of July Activities Committee also selects a community member who signifies the spirit of Duxbury to serve as parade marshal. This year the Committee selected Andre Martecchini because of his many years of service to the Town as a selectman and for his involvement in several town committee and activities.

Many people helped the Committee during the parade and beach party, from parade judges and parade monitors to a loyal group of volunteers who collected pallets and built the bonfire. We thank the truck owners and drivers who pulled floats. We thank Mass Hauling for again donating the dumpster for the beach party. Finally, we thank the police, fire, and harbormaster departments for their assistance.

Respectfully submitted,  
Katy Gaenicke & Rich Potash, Co-Chairs

Committee Members:

Don and Nancy Reed  
Dave and Linda Robinson  
Amy and Brian Hill  
Janet Ritch  
Connie Siegel-Dennis  
Jeff Goldman

Walter Osborne  
Terry Reiber  
Jamie MacNab  
Bob Dente  
Bill and Maggie Kearney  
Sue Lawrence

Barbara Munsey  
Joan Edgar  
Terri Woodworth  
Steward Ruggles  
Rob Ali

## INFORMATION SERVICES

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As predicted in Fiscal Year 2009, the economic difficulties of Fiscal 2009 have followed us into Fiscal Year 2010. As we begin planning for Fiscal Year 2012, the indicators are pointing to more of the same. Despite the sober economics of our times, we continue to make progress.

Through reliable and necessary technical services, the Town of Duxbury receives many benefits, including efficiency. Technical services are continuously reviewed and examined to determine their applicability in the current environment. Where improvement to delivery of services is possible, the improvements are implemented. This year several new programs/technologies were introduced. They included a document management system, a wide format printer/scanner for electronically managing plans and maps, an on-line registration system for Percy Walker Pool, Recreation and Before and After Dark, a software system for the ambulances, and several upgrades to network infrastructure. These systems will bring many benefits to not only the people who work for the town, but to its citizens as well.

Duxbury has many dedicated and creative thinkers. It has been my pleasure to interact with these dynamic individuals and to receive the direct benefit of their experience, knowledge and creativity. It is through and for them that I derive great pleasure in bringing an ever increasing scope of services to Duxbury.

Respectfully submitted,  
Mary E. MacQuarrie  
IS Administrator

## PERSONNEL BOARD

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The Board worked with the Human Resources Officer to formalize the Town's hiring process, update the employment application, create a general release form, establish background investigations for new

employees, review numerous draft policies and manage the merit based performance evaluation process.

In addition, the Personnel Plan was updated to provide employees with five family sick days annually from available sick time and paid time off for employees hired before July 1, 2010 working fewer than 20 hours per week.

The Board meets on a regular basis to with the Human Resources Officer to support the Town Manager, supervisors and employees covered by the Personnel Plan, and to discuss and review matters related to human resources. Going forward, the Board will continue to review and update the Personnel Plan as necessary.

Respectfully submitted,

Rob Molla, Jean Riley, Sandy Salmela, Anita Stiles and Wayne Heward-Chair

## WAR MONUMENT COMMITTEE

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Memorial Day 2010 brought our saga to a conclusion. In a beautiful ceremony attended by the largest number of townsfolk assembled in one place in many years, the memorial was rededicated. It was the end of a wonderful and rewarding effort by many people. The memorial looks like it has been there for the eighty years it has existed. No member of the Committee has received anything but compliments on the entire proceedings.

The Monti Granite Company of Quincy, Massachusetts, did the final assembly and installation. Thanks to the Duxbury Community Garden Club for all the flowers and gentle tending of them. Eagles Nest Landscaping, once again, donated their services as they swapped in the engraved bricks and made all the final adjustments. The entire D.P.W. deserves a "well done". They assisted in many ways, planting grass, installing sprinklers and working on the front staircase.

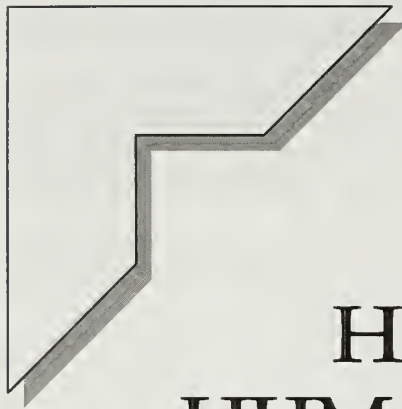
Thanks to the dedicated efforts of your Committee and, with a wonderful sense of community, the entire monument restoration came in on time and on budget.

Purchase of memorial bricks is still possible, as we already have five more to install this fall. Feel free to remember that special person by purchasing a brick.

We note with sadness that we lost a key member, a good friend, and major supporter of our Committee in the passing of David Cutler this spring.

Your committee is made up as follows: Katherine Pillsbury, former Town Historian; Bryan Felty, Video Expert; Beverly Johnson, Cemetery Trustee; Terry Vose, Chair, Historical Commission; Holly Morris, Chair, Community Preservation Committee, Russ Pratt, Representing the American Legion; Pam Smith, Architectural and Design Specialist; Patrick Browne, Executive Director of the Rural and Historical Society; Gil MacNab, representing the interest of several honorees.

Respectfully respected,  
Joe Shea, Chairman



# HEALTH & HUMAN SERVICES

AFFORDABLE HOUSING TRUST

COUNCIL ON AGING

DUXBURY HOUSING AUTHORITY  
(STATE AGENCY)

KING CAESAR ADVISORY COMMITTEE

LOCAL HOUSING PARTNERSHIP

MUNICIPAL COMMISSION ON DISABILITY

VETERANS' SERVICES



## AFFORDABLE HOUSING TRUST

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The Housing Trust concentrated its efforts for the year on gaining the final approval of the Housing Assistance Program instituted by the Town. Working closely with the Department of Housing and Community Development (DHCD) we strived to be sure that our program was able to secure and count on the Subsidized Housing Inventory. Any housing that was purchased by the grant program took up most of our efforts throughout the year. Final approval was granted by DHCD, and we subsequently hired Dennis Falcione as the Town's Lottery Agent to run the program for the Committee.

We look forward to several families being able to acquire housing in Duxbury, which is deed restricted and affordable in perpetuity.

Respectfully submitted by:

Brendan Keohan, Chairman

Committee Members are: Martha Himes, Elizabeth Sullivan, Harold Moody, Esq., Laura Schaeffer and Diane Bartlett, Ex Officio

## COUNCIL ON AGING

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Our Duxbury Senior Center continues to evolve and meet the many needs of our community. The DSC staff and volunteers have expanded popular educational and recreational opportunities. They have been busy as have our participants! Here are some examples:

Life Long Learning (L3) offered 10 classes and registered 200 participants for Fall 2010 programs; Cardio Combo, Tai Chi and Zumba continued to attract new members; conversational French and Spanish were introduced; the genealogy club attracted new members who wrote their family history and genealogy; "Stepping Out" organized several trips to Boston area theatres to enjoy opera. In fact, Program Planning organized and offered 42 different programs monthly with a total of 197 programs each month, including 22 cultural/educational trips and 14 supper club events or 2,364 programs annually.

The Intermissions Program provided caregivers with 600 hours of respite while their loved ones were engaged in meaningful activities.

Fiscal 2010 was a big year for us "partnering" with other organizations:

- *Spring Into Healthy Living* was a 10-week fitness and education program to promote health and exercise seniors. This program was funded by the Grafton Foundation and successful because of a partnership with Plymouth Fitness, Rehabilitation Hospital Cape and Islands and Jordan Hospital.
- *Matter of Balance* was an 8-week evidence-based program which teaches seniors how to reduce the risk of falling and how to incorporate a personal exercise plan to increase strength and flexibility. This program was funded by the Action Boston Community Development (ABCD), Elder Services and Maine Health's Partnership for Healthy Aging.
- *Wisdom Works* was a 4-week program which provided mature workers with self assessment tools and job search strategies needed to find gainful employment in today's workforce. This program was provided in partnership with Executive Office of Elder Affairs and Keystone Associates.
- *How to Be a Better Caregiver* was a presentation by Teepe Snow. This program was provided in partnership with Norwell VNA and the Visiting Angels.

We also partnered with outside organizations to host additional training for our staff and the staff of COA's on the South Shore and Cape Cod.

- Our bus drivers attended Safe Transportation under the ADA, Wheel Chair Securement and Coaching the Van Driver offered in partnership with MARTAP.
- Donna Ciappina, DSC Outreach Coordinator, planned and implemented a four-part educational mental health series including: Alcohol and Substance Abuse: A Hidden Epidemic Among Elders; Mental Health and Aging; Assessment and Interventions; Who Takes Care of the Caregiver? Relax, Release and Renew, and Loss and Grief Recover; Engaging Elders. This series was made possible through the incentive Grant from the Executive Office of Elder Affairs.

With the increase in programs DSC witnessed an increase in program participation:

- DSC welcomed 31,940 visitors and participants
- The Food Service staff prepared 10,538 meals, 4,218 congregate meals, 1,138 meals for the respite program and 5,182 Home Delivered Meals
- SADIE 1 provided 3,001 rides to shopping, banking, post office and to the Senior Center for lunch and activities
- SADIE 2 provided 824 rides to medical appointments and 274 rides with the help of our medical transportation volunteers
- The Outreach Staff made 2,050 contacts with seniors and caregivers providing information and referral, case management and advocacy services. Of these 1,500 were case management, advocacy and care giver support and 500 were general information contacts. In addition, the Outreach Dept. offered two support groups this year; the Alzheimer's Disease Early Stage Support Group met 14 times and the General Caregiver Support Group led by the Norwell VNA and Hospice met 12 times.
- The DSC hosted 475 meetings and rentals; 340 were town/moderator appointed committee meetings and 85 private rentals during the evening. We also made the building available for 50 private rentals during daytime hours.
- And all of this was made possible by the 246 volunteers who gave 23,741 hours of service. (Using the Executive Office of Elder Affairs dollar value of \$20.85 per hour, the gift of time is worth \$494,999.85).

Our Duxbury Senior Center continues to be recognized for its program excellence. In March the NCOA (National Council on Aging) awarded us it's accreditation as the 173<sup>rd</sup> senior center nationwide and the 10<sup>th</sup> in Massachusetts to receive national accreditation from the National Institute of Senior Centers. In addition to achieving this prestigious award we also received the Innovation Award from Massachusetts Council on Aging (MCOA) for the *Intermissions Program* which is our social day program for clients with Alzheimer's disease. Congratulations to the dedicated staff and volunteers.

We must also offer our thanks to the Friends of the COA for their continued support. Their gift of time and talents and their fundraising efforts makes so much more possible at the senior center. Thank you!

And finally, did you know:

- The DSC newsletter "Duxbury Doings" is published monthly and available at the reception desk AND online!
- We can help you arrange transportation to medical appointments?
- We can help you burn some calories with many activities- Zumba?
- We have a lively Thursday Night Potluck group- join us!
- We have a Face book Group- log on and become a fan!
- The baby-boomers are participating in many events- groovy!

We cherish the gift of a Senior Center to the citizens of Duxbury. It is thriving and has become an example nationally of how a center can add energy, programs and life to the overall community. We welcome your stopping-in to see what's happening- it's a busy place.

Respectfully submitted,

Pamela Campbell Smith, Chair  
John Madden, Chair Emeritus  
Ann Antonellis  
Marcy Bravo  
Rev. Catherine Cullen  
Ken Fortini  
Peter Muncey  
Dick Sigrist  
Matthew Walsh

Dick Whitney  
Bill Campbell, alternate  
Shirley McMahon Oktay, alternate  
Ninky Savage, alternate  
Rev. Elizabeth Stevens, alternate  
Beverly Walters, alternate  
Henry Milliken, associate  
Jim Taylor, associate

## DUXBURY HOUSING AUTHORITY (STATE AGENCY)

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The Housing Authority continues to manage and operate fifty-two elderly and handicap units at Duxborough Village located on Chestnut Street, and seven scattered site family units which consist of four two-bedroom and three three-bedroom units. We manage in conjunction with the DMR, 8 units on Merry Ave for special need clients and 4 units for special need clients on Cordwood Path. In addition, we administer 13 Federal Section 8 Housing Choice Vouchers and 3 Massachusetts Rental Vouchers.

This year we completed all the roofs at our Elderly Development located at 59 Chestnut Street. The Housing Authority is attempting to find the funding to do more projects at this site, such as windows, sidewalks and repair/replace the driveway.

As always, we would like to thank our Fire and Police Departments for their dedication and service they provide us, as well as the Town Manager, Building Inspector, Board of Health, Water Department, Department of Public Works, and all the Town Boards and Committees, for their continued support in helping us to reach our goal to provide affordable housing to all who may need it.

Thank you.

Respectfully submitted:

Linda M. Bacci – Executive Director

Brendan Keohan – Chairman  
John Griffin – Vice Chairman  
Beverly Walters – Member  
John Todd – Member  
Linda Garrity – State Appointee

## KING CAESAR ADVISORY COMMITTEE

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The King Caesar Trust Fund was established by the terms of the will of William Bradford Weston in 1916. The Fund provides financial assistance to help to pay the medical and dental expenses of Duxbury residents, who would otherwise be unable to pay for the services or recommended equipment.

While the Board of Selectmen has fiscal authority for the King Caesar Trust Fund, they rely on the King Caesar Advisory Committee (KCAC) to review client cases and make recommendations. The King Caesar Advisory Committee consists of three individuals and an intake case worker. The three members have traditionally included individuals with medical backgrounds and a member of the Duxbury Interfaith community.

By vetting cases before they are brought to the Board of Selectmen, the KCAC can often find other resources and/or make referrals to other agencies. For those individuals who have no other options and



financially cannot afford the medical treatment, the gift of William Bradford Weston has stood the test of time and is appreciated today as it has been for almost a century.

The undersigned members of the KCAC are proud to serve to help the less fortunate in the Town of Duxbury. We encourage any financially-needy Duxbury resident with medical or dental needs to seek assistance from the King Caesar Trust Fund rather than go without needed medical care. Requests can be made to our staff liaison in the Selectmen's Office or to any of the KCAC members. All requests are treated with the utmost respect, understanding and confidentiality.

The King Caesar Advisory Committee members also encourage the more fortunate members of the Duxbury community to follow the example of William Bradford Weston's and to make a donation payable to the "King Caesar Fund" (c/o the Selectmen's office) to assure the solvency of the Fund to aid future generations.

Respectfully submitted,

Diane Barker, R.N., Chair; Rev. Catherine Cullen; Carol Langford, M.D; and  
Judith Hatch, R.N., King Caesar Fund Intake Case Worker  
C. Anne Murray, Staff Liaison to the King Caesar Advisory Committee

## LOCAL HOUSING PARTNERSHIP

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The Local Housing Partnership (LHP) has spent the majority of the year moving forward with two housing developments voted at previous Town Meetings: Camp Wing/Temple Street site and Franklin/Lincoln Street site. The LHP also considered the purchase of property on which to move a building donated to the Town, however, the article to provide funding for that project was indefinitely postponed at Town Meeting.

The LHP recommended and the Town awarded a contract for plans and specs to Abacus Architect + Planners of Boston for the Camp Wing/Temple Street site. The LHP, through ongoing meetings with Abacus, hopes to soon complete the design for six (6) two bedroom units to be built on the site. The \$150,000 approved by Town Meeting will be applied to plans and specs for the rehabilitation of the existing Grange building and for construction of a new building where the old Fire Station stood on Franklin Street.

Throughout the year the members of the LHP were present for the Zoning Board of Appeals meetings regarding the approval of the 214 unit Island Creek Development Chapter 40B Development.

The LHP thanks the citizens of the Town for continued support of affordable housing.

Respectfully submitted,  
Diane Bartlett, Chair

Members: Denece McCann Clinton, Barbara Kelley, Brendan Keohan Brain Murphy, Andre Martecchini, Matthew Walsh, Esq., John Todd, Bruce Bygate, George Wadsworth

## MUNICIPAL COMMISSION ON DISABILITY

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The Duxbury Municipal Commission on Disabilities meets on the first Wednesday of each month, with the exception of July and August. Our purpose is to advocate for the disabled. We welcome anyone interested in our mission to come to our meetings. New members are always welcome. We assisted in the workplace accommodations for a vision-challenged Town employee. We also advised the Tarkiln Building Committee about their project in repairs and renovation of the Tarkiln Building. Plans for the



new fire station and the police station were also discussed. Finally, we verified compliance with accessibility at voting locations.

Respectfully Submitted,

Pat Randall, Chair  
Patty Cristoforo

Joe Shea  
Jerry Nightingale

Marcia Solberg  
Nancy Shine

Rei Kock

## VETERANS' SERVICES

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The Duxbury Office of Veterans Services, located in the Duxbury Senior Center, continues to serve Veterans, their spouses, widows and/or dependents by counseling, advising, and assisting in procuring federal and state benefits or entitlements for which they may be eligible. Veterans must have served a minimum of 90 days of active duty and have been discharged under honorable conditions.

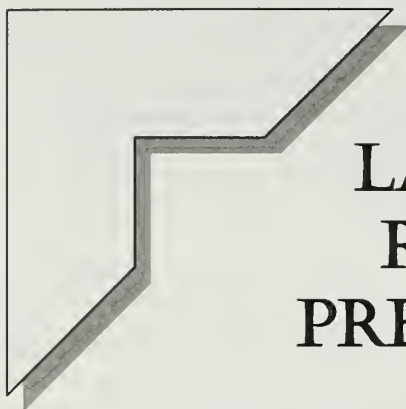
On the state and local level, we seek benefits for financial assistance, medical treatment, heating fuel assistance, tax abatements, housing, employment and counseling to those that are qualified under MGL: Chapter 115. The program is 75% reimbursed back to Duxbury.

Our Department also provides assistance in obtaining federal benefits, such as service-connected disabilities, non-service pensions, enrollment in the VA Healthcare System and educational benefits. We provide veterans and dependents assistance in obtaining military records, replacement of medals, and ordering grave markers.

Eligibility for benefits may require appointments at the office in Duxbury, the client's home, the JFK Building in Boston, or one of the nearby VA hospitals. An investigation of assets and other sources of income is performed, such as Social Security, VA pensions, and unemployment compensation. These reviews are done to limit financial exposure to the Town and to the State. The Federal government does not automatically grant benefits to veterans. Benefits must be applied for with the appropriate documentation. The Veterans Service Officer also visits hospitalized veterans and those in nursing home and eldercare facilities.

Respectfully submitted,

Michael J. Thorp  
Acting Veterans' Service Officer



# LAND USE & RESOURCE PRESERVATION

AGRICULTURAL COMMISSION

ALTERNATIVE ENERGY COMMITTEE

BEACH COMMITTEE

COMMUNITY PRESERVATION COMMITTEE

CONSERVATION COMMISSION

DUXBURY BAY MANAGEMENT COMMISSION

HISTORICAL COMMISSION

INSPECTIONAL SERVICES DEPARTMENT

- BOARD OF HEALTH
- BUILDING
- DESIGN REVIEW BOARD
- WEIGHTS & MEASURES
- ZONING BOARD OF APPEALS

OPEN SPACE & RECREATION COMMITTEE

PLANNING BOARD

SHELLFISH ADVISORY COMMITTEE

TARKILN COMMITTEE

TOWN BUILDING COMMITTEE

TOWN HISTORIAN

## AGRICULTURAL COMMISSION

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*It is the policy of this community to conserve, protect, and encourage the maintenance and improvement of agricultural land for the production of food and other agricultural products, and for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a community where farming activities occur and are encouraged. Such farming activities may include, but are not limited to, activities that cause noise, dust, and odors. Buyers and occupants are informed that any property within the Town of Duxbury may be impacted by commercial agricultural and farming activities.*

The Duxbury Agricultural Commission (DAC) continued to examine productive uses for town owned land. The DAC supported the Conservation Commissions decision to monitor Community Supported Agriculture (CSA) on private land. The commission also sent a letter for bill H751 in support of small plot farming to the D.A.R. The commission is looking forward to a productive year.

Respectfully submitted,  
Jeffrey Chandler, Chairman

## ALTERNATIVE ENERGY COMMITTEE

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The Duxbury Alternative Energy Committee consists of eleven appointed members. They are: Frank Duggan, (Chair) Andre Martecchini (BOS Designee), Leslie Lawrence, Lynn Smith, Donna Theodossiou, Geoffrey Wilkinson, John Doherty, Josh Cutler, Jim Goldenberg, John Murdock and Donald Greenbaum. (Christopher Donato -Selectmen's Liaison)

The Committee has listened to, evaluated, and considered several alternative energy saving technologies, some of which are being considered for possible future capital building projects. Alternative energy saving technologies being considered by the Committee for applicability to the Town, range from distributed on- site power generation, solar, geothermal, biomass, wind and alternative fuel vehicles. We have had numerous presentations from experts and companies involved with each of the above mentioned technologies. As with many new technologies, some have a lot of promise for the correct application, especially if State or Federal grants can be leveraged to help advance project pay-backs. The Committee continues to explore possible avenues for such grants.

The Committee's current work and focus is following up on the town approved initiative of developing a community scale wind turbine to help off-set escalating energy cost at municipally owned buildings. This year Town Meeting unanimously approved a Community Scale Wind Facilities by law. The Committee also applied for and received a grant from the Massachusetts Clean Energy Center for \$65,000.00 to fund a full feasibility study for a community scale wind turbine project.

Other efforts being worked on by the Committee are the ongoing "energy benchmarking" of the Town's buildings. Benchmarking is a tool used to evaluate a building's energy consumption against similar building peers. This effort usually yields indicators as to a building's energy performance or lack thereof, and can lead to the identification of possible energy saving measures for the building that could be addressed.

Meetings were held at least once a month during which presentation were made by various wind developers, solar developers and other experts on methods of developing and financing alternative energy projects. The Committee also attended multiple meetings during the year with Selectman and various town officials to keep them abreast of our activities, warrants, grant applications and efforts to make Duxbury a more energy efficient, "green community".

Some of the specific activities of the Committee during fiscal 2010 included the following:

- Receipt of the Preliminary Survey of Potential Wind Project Sites in the Town of Duxbury, Massachusetts dated October 27, 2009.



- Presentation at an open meeting of the Board of Selectman on December 21, 2009 at which the Duxbury Board of Selectmen endorsed the Committee's proposed bylaw to allow a Community Scale Wind Facility that would be presented for a vote at Town Meeting.
- During January 2010 the Committee established an outreach effort to town voters by issuing news releases to the Duxbury Clipper on some of the Committee's efforts as well as publishing a website with news of our activities. The website is [www.duxburywind.com](http://www.duxburywind.com):
- Attendance at a public hearing on Monday, January 25<sup>th</sup> 2010 at the Senior Center, during which the Duxbury Planning Board endorsed the Alternative Energy Committee's proposed Bylaw Amendment for presentation to the voters at Town Meeting.
- Attendance at a Duxbury Finance Committee meeting on February 2, 2010 after which the Committee endorsed the proposed Wind Town Articles.
- Presentation to Town Meeting on March 15, 2010 during which the town voters approved both AEC warrants to move Duxbury forward in our quest for a Municipal Wind Turbine.
- On May 1, 2010 members of the Alternative Energy Committee, Sustainable Duxbury, and Town officials visited Massachusetts Maritime Academy in Bourne, to view the school's renewable energy portfolio which consists of: wind, solar, microturbines, tidal and more. The trip was geared towards providing town officials and other interested parties information about emerging renewable technologies and their successful implementation:



***Committee Members & Town Officials Visit Massachusetts Maritime Academy***

On June 17<sup>th</sup>, 2010 Duxbury received a grant from the Massachusetts Clean Energy Center for \$65,000.00 to fund a feasibility study which will look at specifics as to wind speed, acoustics, transportation and interconnect issues. A contract is expected to be executed in Fiscal 2011 with Sustainable Energy Development, Inc., (SED), the company that will conduct the feasibility study.

The Committee will continue to explore other alternative, energy saving technologies and make recommendations to the Selectmen as applicable opportunities arise. Pending the outcome of the wind facilities feasibility study, one of the Committee's main goals in 2011 will be following up on our success in 2010 with warrants at 2011 Town Meeting for a Design and Construction Grant towards a Community Scale wind turbine.

Respectfully submitted,  
Frank Duggan, Chairman



## BEACH COMMITTEE

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The Duxbury Beach Committee consists of twelve members, including the Chief of Police, the Harbormaster and the Conservation Administrator, three designees of the Duxbury Beach Reservation, Inc., and six members at large. The Committee was created to provide advice to the Board of Selectmen, the Town Manager, the Finance Committee and any other relevant town agency, on the use and management of the town leased portion of the beach on the safe, sanitary and enjoyable use of the beach for recreation.

During the FY 2010, the Committee considered and made recommendations concerning the application by Missy and Dana Battista for a seasonal beer and wine license for Blakeman's. After discussion, the Committee unanimously supported the application.

The members as of June 30, 2010 were:

Susan Rourke	Ronald Wolfe	Bill Benjes
Harvey McCormick	Pauline Flynn	Don Beers (ex-officio)
Robert Ali	Dan Baker	Tom Gill (ex-officio)
David Savage	Terry Keleher	Matthew Clancy (ex-officio)

## COMMUNITY PRESERVATION COMMITTEE

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### *Acknowledgements*

The Community Preservation Committee (CPC) would like to express its appreciation to the many groups and individuals who have made this a successful program, including: Betsy Sullivan and the Board of Selectmen, Town Manager Richard MacDonald, Finance Director John Madden and the Accounting Department, members of the Finance and Fiscal Advisory Committees, the Planning Department, the five boards from which the CPC draws its membership, and Town Counsel Robert Troy. Special thanks to Conservation Administrator Joe Grady and Pam Johnson who oversee the complex administrative needs. The Committee again recognizes and appreciates the attendance of Frank Mangione, member of Fiscal Advisory, and George Wadsworth, member of Planning Board and Water Advisory Board, who actively participate in the discussions. The CPC also acknowledges the invaluable contributions and dedication of Dr. Lynne Devnew, who served as representative of the Historical Commission on the CPC since 2007. And finally, with great appreciation, the CPC recognizes the late John Cutler for his ardent support of the Community Preservation Act.

### *About the Act and Sources of Funds*

The Community Preservation Act is a state statute that enables towns, such as Duxbury, to address urban sprawl and development pressures. It's an important financial resource for protection of open space which protects our groundwater, scenic vistas, wildlife habitat and farmland. It allows for the preservation and restoration of our unique historic features and resources. In addition, it provides funding for the development and reuse of buildings and the purchase of land for affordable housing for elderly, young families and handicapped adults. CPA funds may also be used for recreational purposes (with certain restrictions).

The Act allows communities to raise funds through a surcharge of up to 3% on local property taxes and creates, with funds from the Registry of Deeds and land court filings, a significant state matching fund, the *Community Preservation Trust Fund*. Duxbury adopted the CPA in 2001 and voted to raise the local share of its fund through a 3% surcharge on property taxes. Only communities that adopt the 3% surcharge are eligible for multiple rounds of funding from the State Trust Fund. The Act mandates that 10% of all receipts must be dedicated to each of the three purposes; open space, historic preservation and affordable housing. The money does not have to be spent within that year; it can be banked for future use. Only 5% of all receipts may be spent on administrative purposes and money remaining in that account is returned to the CPA General Fund each year.

The Community Preservation Committee is charged with implementing the Act and making recommendations for town meeting approval for the funding of eligible projects. It is comprised of seven members who represent the Conservation Commission, Planning Board, Open Space & Recreation Committee, Historical Commission and the Housing Authority. Two members serve as members at large. The CPC makes its determinations in alignment with the Open Space, Planning, Housing and Historical planning documents; reviews proposals with a list of criteria that the Committee developed; receives input from the Selectmen and town boards; and holds at least one public informational meeting before it makes its final recommendations to Town Meeting.

#### *Fiscal Year 2010*

Fiscal year 2010 surcharge receipts, excluding abatements, totaled \$1,193,825. The economic downturn and increase in communities adopting the Act significantly reduced the distribution of the state match in October 2009. Duxbury's commitment to the 3% surcharge made it eligible for multiple rounds of funding and receipt of a 38% state match, or \$449,196. There is pending legislation (SB 90) that seeks to broaden the language of the Act, such as the definition of "rehabilitation," and to stabilize the state match at an optimistic 75%. This would be funded with an increase in the fees at the Registry of Deeds. The median single family Duxbury home assessed value for FY 2010 is \$502,500. The median single family tax bill is \$5,935 and the CPA surcharge for the median priced house is \$178.

The CPA is an outstanding investment for Duxbury. Since 2002, Duxbury collected \$9.2 from local CPA surcharges and nearly \$7.4 million from state matching funds. An additional \$4.8 million has been received in grants, donations, and gifts in kind to complete projects. This does not take into account the many hours of donated labor. Despite the economic downturn, this program continues to provide a significant return on our tax dollars.



***Farmers Market at Tarkiln, Summer 2009***

The 2009 annual town meeting approved the expenditure of \$435,720 of Community Preservation funds for the Tarkiln Partial Restoration Project. Tag Carpenter, representing the Tarkiln Committee, kept the CPC apprised of ongoing developments, calling attention to bids that came in under budget and donation of materials and services. The Friends of Tarkiln reorganized with the assistance of Susanna Sheehan formed a non-profit organization for the purpose of fund raising, purchasing of materials and organizing volunteer workdays.

The South Hall Foundation was restored, the roof was replaced and a new septic system was completed in 2009. Over a thousand hours of volunteer labor have brought life into this project; honoring our town's



history and instilling community pride. On August 26, 2009, Tarkiln was officially listed by the National Park Service on the National Register, thus recognizing its importance in our nation's history and eligibility for grant monies.

Voters also approved appropriation of \$75,000 for the restoration of the War Monument, which originally stood in Boomer Square yet met an unfortunate accident that is unclear in the annals. Remnants of the monument were uncovered by Mr. Joe Shea who envisioned the restoration. A committee, appointed by the Town Manager, was chaired by Mr. Shea and comprised of Beverly Johnson, Katherine Pillsbury, Pamela Smith, Patrick Browne, Russell Pratt, Terry Vose, Gil MacNab, Josh Cutler, Bryan Felty, Holly Morris, and David Cutler. David Cutler spearheaded a highly successful fundraising campaign to meet the total restoration cost of \$100,000 and raised additional money for the brick walkway. A group of volunteers erected a plywood mock up for town meeting purposes and some materials were donated for landscaping. The striking monument was completed in the spring of 2010, erected on the Town Hall campus and received a formal dedication on Memorial Day.

Community preservation projects encourage volunteer activity; developing a greater appreciation of our natural and historic assets. The annual Christmas tree sale at the Jaycox Tree Farm, which draws support from Scouts and other volunteers, was again successful and attracted people from Boston and throughout the south shore. In April, the Open Space Committee and the DPW worked together to clear the overgrowth hiding the historic Keene Mill on Camp Wing Conservation land. Both the Jaycox Tree Farm and portions of the Camp Wing Conservation Land were acquired with Community Preservation funds.



***Keene Mill at Camp Wing Conservation Land***

In the spring of 2010 a request for proposal for the development of the Grange site into affordable housing was finalized. The lottery agent for the Housing Assistance Program, which was funded with Community Preservation funds in 2009, was approved by DHCD. The CPC also released an informative brochure explaining the CPA and highlighting CPA funded projects.

At the 2010 annual town meeting the voters approved the FY 2011 CPC operating budget of \$76,405 and the 10% allocation for the purpose of Open Space, Community Housing and Historic Preservation in the sum of \$458,430 or \$152,810 for each purpose.

The voters approved Article 23 for the appropriation of \$55,000 for the restoration of the First Parish Church windows. The total cost of project for the ten enormous double hung windows and four smaller

fixed windows is \$106,000. The church is listed on the National Register of Historic Places and the Massachusetts Historic Register. It has been described as a "crowning" example of Duxbury's civic architectural heritage from the shipbuilding and international maritime trade. The discussion at the 2010 town meeting was lively and town counsel's opinion was called upon, yet the majority ruled that the church served a public purpose; recognizing the importance of preserving this important historical asset. The church will accept an historic restriction for the benefit of the Town of Duxbury.

The voters also approved Article 24 for the appropriation of \$90,000 for the restoration of the Crossroads for Kids, Inc. Isaac Keene Barn at Camp Wing. The barn was built c. 1870, and at the time of construction it was noted as the largest barn in Duxbury, "impressive and extraordinary." It is listed on the Massachusetts Historic Register. Camp Wing serves as a day camp to over 600 youth, including Duxbury children; provides ball fields for local Little League; and serves as a team building retreat for local schools, such as Alden and Bay Farm Montessori. CPA funds will be used for the first phase of restoration and will include engineering and architectural evaluation of the barn and stabilization of one corner of the barn's foundation. A capital campaign is underway to meet the total projected cost of restoration, \$340,000. The barn will be used for a variety of activities. Crossroads for Kids, Inc. will accept an historic restriction for the benefit of the town of Duxbury.



*Isaac Keene Barn at Camp Wing*





Article 25 was approved, calling for the funding of a three year survey of local historical properties. The \$55,000 appropriation will pay for the inventory of 47 date-boarded structures; 49 barns, stables and outbuildings; and inventory 86 properties within the Shipbuilder's District, including buildings built between 1780-1850.

Article 26 approved the appropriation of \$185,000 for the purchase of 60 acres of land off Congress Street for open space and possible water supply purposes. The Conservation Commission has been interested in acquiring the bogs and associated lands for decades because it links existing open space for wildlife corridors and trail connections and it encompasses surface waterways and riparian areas along the Green Harbor Watershed. In addition, the land is within the Aquifer Protection overlay District. The existing cranberry bog has been incorporated into the US Department of Agriculture's Wetland Reserve Program and will no longer be farmed.

Article 28 was approved for the appropriation of \$150,000 for the exterior historical restoration and development costs, including plans and specifications, for two affordable housing units at 153 and 159 Franklin St, the site of the Duxbury Grange.

Respectfully submitted,

Holly Morris, Chair (Conservation Commission)  
 John Bear (Planning Board)  
 Dr. Lynne Devnew (Historical Commission)  
 Tony Kelso (Member at Large)  
 Brendan Keohan (Housing Authority)  
 Pat Loring, Vice Chair (Open Space Committee)  
 Sarianna Seewald (Member at Large)

### *Community Preservation Funded Projects FY 2002 – FY 2011*

Project	Date FY	Historic	Open Space	Housing	Recreation	Total
<b>Delano Farm</b>	2002/ 2003		1,374,000	336,000		1,710,000
<b>Congress St.</b>	2002/ 2003		64,000	256,000		320,000
<b>Hamadeh Property</b>	2002/ 2003		115,000			115,000
<b>Keene St. Playing Field</b>	2002/ 2003				125,000	125,000
<b>King Caesar Roof &amp; Wharf</b>	2002/ 2003	89,200				89,200
<b>Total</b>	<b>2002/ 2003</b>	<b>89,200</b>	<b>1,553,000</b>	<b>592,000</b>	<b>125,000</b>	<b>2,359,200</b>

Project	Date FY	Historic	Open Space	Housing	Recreation	Total
Swanson Property	2004		76,000			76,000
Wright Building	2004	50,000				50,000
Analysis						
Conservation Fund	2004		100,000			100,000
Stewardship for Open Space Acquisitions	2004		32,479			32,479
<b>Total</b>	<b>2004</b>	<b>50,000</b>	<b>208,479</b>			<b>258,479</b>
Town Graphic Information System	2005		13,800			13,800
Keene St. Playing Field	2005				71,500	71,500
Tarkiln Building Study	2005	35,000				35,000
Island Creek Historic Fish Ladder	2005		70,700			70,700
Historic O'Neil Dairy Farm	2005		1,550,000			1,550,000
Wright Building Plans and Specifications	2005	153,000				153,000
Jaycox Tree Farm	2005		620,000			620,000
<b>Total</b>	<b>2005</b>	<b>188,000</b>	<b>2,254,500</b>		<b>71,500</b>	<b>2,514,000</b>
Wright Building Reconstruction	2006	2,947,343				2,947,343
Bluefish River Firehouse	2006	9,800				9,800
Town Green Irrigation	2006		23,000			23,000
Jaycox Legal Expenses	2006		8,000			8,000
<b>Total</b>	<b>2006</b>	<b>2,957,143</b>	<b>31,000</b>			<b>2,988,143</b>
Island Creek Historic Fish Ladder	2007		35,000			35,000
Round Pond & O'Brien Cranberry Bogs	2007		281,000			281,000
Nudd Bog	2007		237,000			237,000
Housing Consultant	2007			30,000		30,000
Alden House Window Restoration	2007	30,000				30,000
<b>Total</b>	<b>2007</b>	<b>30,000</b>	<b>553,000</b>	<b>30,000</b>		<b>613,000</b>
Historic Survey	2008	6,000				6,000
High School Playing Field, Site Work/Drainage	2008				500,000	500,000

Project	Date FY	Historic	Open Space	Housing	Recreation	Total
<b>Tarkiln Plans &amp; Specifications</b>	2008	125,000				125,000
<b>Total</b>	<b>2008</b>	<b>131,000</b>			<b>500,000</b>	<b>631,000</b>
<b>Grange Purchase</b>	2009			70,000		70,000
<b>Homeownership Program</b>	2009			500,000		500,000
<b>Berrybrook Fields</b>	2009		2,163,000			2,163,000
<b>Camp Wing Open Space &amp; Housing Land</b>	2009		815,000	225,000		1,040,000
<b>Total</b>	<b>2009</b>		<b>2,978,000</b>	<b>795,000</b>		<b>3,773,000</b>
<b>Camp Wing Housing Plans &amp; Specifications</b>	2010			50,000		50,000
<b>Recycling of Houses</b>	2010			100,000		100,000
<b>Tarkiln Restoration</b>	2010	435,720				435,720
<b>Historic Survey</b>	2010	9,000				9,000
<b>WWI Memorial Monument Restoration</b>	2010	75,000				75,000
<b>Conservation Fund</b>	2010		77,450			77,450
<b>Total</b>	<b>2010</b>	<b>519,720</b>	<b>77,450</b>	<b>150,000</b>		<b>747,170</b>
<b>Grange Housing Project</b>	2011			150,000		150,000
<b>Congress St. Cranberry Bogs and Land</b>	2011		162,000			162,000
<b>Camp Wing Isaac Keene Barn</b>	2011	85,000				85,000
<b>Historic Survey</b>	2011	55,000				55,000
<b>First Parish Windows</b>	2011	50,000				50,000
<b>Total</b>	<b>2011</b>	<b>190,000</b>	<b>162,000</b>	<b>150,000</b>		<b>502,000</b>
<b>Combined Total</b>	<b>2002-2011</b>	<b>4,155,063</b>	<b>7,817,429</b>	<b>1,717,000</b>	<b>696,500</b>	<b>14,385,992</b>



## CONSERVATION COMMISSION

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The role of the Conservation Commission is to administer the Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, s 40 and the Town of Duxbury Wetlands Protection Bylaw, Chapter 9 of the Town's General Bylaws, and related regulations. The purpose is to protect wetland resource areas and adjoining land areas by controlling activities deemed likely to have a significant or cumulative adverse effect upon protection of resource area values, including but not limited to the following: protection of public or private water supply; groundwater; flood control; erosion and sedimentation control; storm damage prevention, including coastal storm flowage; prevention of water pollution; fisheries, shellfish, wildlife habitat, rare species habitat, recreation, agriculture, aquaculture and aesthetics.

Programs of the Conservation Commission not only include wetland protection but land management and land acquisition. In August the Conservation Commission became the owner of a small parcel of land on South River Lane West. This 3.67 acre piece brings the total acreage of Conservation Commission holdings to 2,543.45 acres. Town Meeting approved the purchase of 60 acres from the Crowell family located of West St. The former cranberry bogs will no longer be farmed because the right to grow cranberries on this land has been sold to the federal government as part of a wetland restoration program. This land will become town property around the first of the year and push our total protected acreage to over 2,600 acres.

The hard work of John McGrath brought the MA Division of Marine Fisheries back to Island Creek for the fourth year of stocking. Twelve hundred herring from Town Brook in Plymouth were released in Island Creek Pond to breed and reproduce before returning to the ocean. It was hoped that herring would return this past spring but very few were observed in the ladder. Next year we should begin to see adults returning to spawn in the ponds after five years at sea.

Mike Seigfried and Steve Ripley were student interns working on conservation land this season. Along with regular land maintenance activities, they rebuilt the boardwalks at the Lansing Bennett Forest and blazed new trails at the Thaddeus Chandler Sanctuary and operated the weed harvester on Island Creek Pond.

Another successful Christmas tree season took place at the Jaycox Tree Farm on December 5 and 6. We sold over 200 trees. With Phil Benjamin's assistance our first forest stewardship plan was completed for the 37 acre Whiton Woods with the help of a grant from the State of Massachusetts. The plan will guide us in land management for this parcel.

The Coastal Pollution Remediation Program administered by MA Coastal Zone Management awarded the Town of Duxbury \$120,515.00 for the second phase of reconstruction of storm drainage along Crescent Street. This project was administered by Department of Public Works Director, Peter Buttkus. The Massachusetts Department of Environmental Protection also awarded the Conservation Commission \$58,000 to further assess pollution sources from roadway drainage along the Kingston Bay area. This work is a continued effort to identify and reduce pollution from entering into the Nook area of Kingston Bay. The hope is to end swimming beach closures and to open additional shellfish beds for harvest.

This year we banded the largest number of osprey chicks ever on the South Shore. With the help of Norman Smith from the Trailside Museum, a total of 24 chicks were banded on 11 poles between Quincy and Plymouth; 8 chicks were born Duxbury. Since 1990 when the program began, 226 chicks have been banded on the south shore.



*Osprey Nest*

With the submission of additional action items, our Open Space and Recreation Plan was approved for an additional two years. The Town's Plan is now valid thru June 2015.

Dianne Hearn, Holly Morris, and Corey Wisneski were reappointed to the Conservation Commission for an additional three years. They continue to dedicate volunteer time to conservation efforts in Duxbury.

The Conservation Commission wishes to thank the DPW Director Peter Butkus, Ed Vickers, Doug Dondero, Jim Savonen and Bruce O'Neil from the Department of Public Works for their valuable assistance in maintaining the conservation areas in Duxbury.

Respectfully submitted,

Joseph Messina, Chairman  
Thomas Gill III, Vice-Chairman  
Samuel Butcher  
Dianne Hearn  
Barbara Kelley  
Holly Morris  
Corey Wisneski

## DUXBURY BAY MANAGEMENT COMMISSION

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The Duxbury Bay Management Commission (DBMC) consists of nine members serving three year staggered terms and appointed by the BOS. Members must have an interest in the Bay, including but not limited to, aquaculture, boating, commercial and not-for-profit waterfront users, ecology, shellfish and finfish, or have experience that enhances the diversity of the Commission. The Commission is not a regulatory body, but instead serves in an advisory role for the BOS and for other Bay related committees and groups.

**Mission:** To finalize, implement and maintain a management plan that will enhance and preserve the ecological health, pristine waters, and natural beauty of Duxbury Bay for future generations while sustaining harmony among all its uses.

**Powers and Duties:** To evaluate and review any proposed change in Bay use and access, inclusive of structures, and all Bay related issues requiring the action of the Board of Selectman (BOS), Duxbury Conservation Commission (DCC), Zoning Board of Appeals (ZBA), Planning Board (PB), Harbormasters Office and Board of Health (BOH) involving Coastal Resource Areas as defined in M.G.L. c.131 S40 and the Town of Duxbury Wetlands Bylaw (Chapter 9 General By-Laws of the Town of Duxbury).

**FY2010 activities:** The Commission's principal activities during FY2010 were as follows:

- Drafting a State of the Bay Report which will provide data collected over the past five years on water quality, bay use, and resource abundance and diversity.
- Worked with the Harbormaster Department to draft revised mooring regulations which have been adopted by the Board of Selectmen.
- Worked with the Harbormaster Department to address problems with moorings in the Snug Harbor mooring fields.
- Worked with the Division of Marine Fisheries to secure the fourth year of stocking herring in Island Creek Pond. The first returning herring are expected in the spring of 2011.
- Provided comments on a variety of projects with the potential to affect the bay. These included several piers.
- Worked with the Shell Fish Advisory Committee in drafting amendments to the Town's aquaculture regulations.
- Initiated an update of the 2005 Bay Management Plan.
- Coordinated providing information requested by the Corps of Engineers in connection with maintenance dredging.

The Commission meets on the second Thursday of each month. Meetings are at the Senior Center and begin at 7:00 PM.

Respectfully submitted,  
Jon McGrath, Chair (7/1/10)

Commission Members and officers as of 6/30/10

Ned Lawson - Chair

Shawn Dahlen - Vice Chair & BOS liason

John Brawley-Clerk

David Grossman

Don Merry

JR Kent

Joe Messina

Jon McGrath

Corey Wisneski

## HISTORICAL COMMISSION

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In August and September the Historical Commission (DHC) determined the only submission for approval to the 2010 Annual Town Meeting would be for the continuation of the survey of historic properties. The schedule for the survey would be from three to five years rather than for one year which had been the request in the past meetings.

Norman Tucker distributed a list of 30 properties to be targeted to include date-boarded houses that have not yet been surveyed, barns identified by a study by the Massachusetts Historical Commission (MHC), town cemeteries, an update of the Old Shipbuilder's District, which was listed in the National Register of Historic Places in 1986, and structures within that district which had not been individually inventoried. Priority for inclusion will be those houses that have been date-boarded but not surveyed and are the oldest structures. The amount which was approved at the 2010 Annual Town Meeting, for the article was \$55,000.

Terry Vose was assigned to follow up on the Commission's request for office space at the Tarkiln building. He will also get a list of items needed at Tarkiln, which can be a resource when applying for grants.



Members of the DHC expressed their thanks to Norman Tucker for his work on the application for the designation of Tarkiln Community Center in the National Register of Historic Places.

Demolition applications approved:

- 237 Washington Street, to demolish the north addition from front to back;
- Tarkiln Community Center, to change the rear entrance on the 1925 connector to accommodate the handicap ramp;
- 159 Franklin St.(the old firehouse),complete demolition;
- 28 Cedar Street, complete demolition
- 155 Surplus St., partial demolition;
- 1070 Tremont St., a partial demolition involving the removal of two windows on the driveway side of the house. (Note: Other windows were removed without an application to or approval of the DHC);
- 98 Surplus St., demolition of windows;
- 28 Sunset Rd., partial demolition of wall to add on to the structure;
- 11 River Lane, demolition of exterior wall to replace windows, with the DHC recommendation that the new windows adhere to the existing style of the front windows.
- 40 Possum Run, replace windows in older portion of the structure with the recommendation that they adhere to the existing style and size of the present windows;
- 1027 Union Street, replacement of windows with the above recommendation;
- 344 Winter Street replacement of eight windows to fit in present casings with above recommendation;
- 98 Surplus St., window replacement.

Site visits were made to 13 Moulton Road and 60 Ocean Road North with no applications received to date.

The DHC met with Patricia Pappas, Director of Cemeteries, and members of the Cemetery Trustees, to discuss the process of having Standish Cemetery and Mayflower Cemetery placed on the National Register of Historic Places.

In a meeting with Scott Lambiase, Director of Inspectional Services, members expressed concerns about the Commission's frustrations and difficulties on more than one occasion in its efforts to effectively implement the Town's demolition bylaw. As a result of sharing information, Scott agreed to post notice regarding due diligence to contractors; consider fines of up to \$200 per day for violations, and work more closely with the Commission, which will now be included on sign off lists for all building permits.

Respectfully submitted,

Barbara A. Kiley, Chair 2009-2010

Members: Lee Adams, Lynne Devnew, Laura Doherty, James Nihan, Norman Tucker, Robert Vose, III

## INSPECTIONAL SERVICES DEPARTMENT

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The Inspectional Services Department offers this report for inclusion into the FY10 Town Report. The report includes the breakdown of the **2,108** permits issued by the Department. Permitting has been consistent with the previous year's numbers, and we continue to update and add features to our website and Contractor's Information Center.

Once again, I thank my staff for their commitment to their duties and their support to me and to the Zoning Board of Appeals, the Health Department, the Historical Commission and the Design Review Board.

I would also like to thank the Town Manager and the Board of Selectmen for their continued support.

Respectfully submitted,  
Scott J. Lambiase  
Director of Inspectional Services

## **BOARD OF HEALTH**

The Duxbury Board of Health consists of five members appointed for three-year terms by the Selectmen. The duties of the Board of Health relative to the protection of public health, the control of disease, the promotion of sanitary living conditions and the protection of the environment, include: enforcement of State Sanitary Codes; as well as smoking rules and regulations; oversight of the permitting for septic systems, restaurants, semi-public and public swimming pools, beaches and recreational camps for children.

The Board of Health retained its current membership with Dr. David Brumley as Chairman and Clinton Watson as Vice Chairman. Clint Watson was reappointed for an additional three-year term. Board Members continue to actively participate as Board of Health liaisons with other local committees and boards.

The Duxbury Bay Area Regional Medical Reserve Corps (MRC), a partnership between Duxbury, Hanson, Marshfield, Pembroke and Whitman, is a group of concerned residents with clinical or administrative skills, who will assist the Town's Health Department and other responders in a local, large-scale public health emergency. These volunteers also help at regular public health services/events, such as triathlons and the H1N1 flu clinics. MRC members attend training workshops and occasionally engage in drills to reinforce the training they received.

During the period of July 1, 2009 through June 30, 2010, the Board received and granted eighteen (18) requests for variances to Duxbury Supplementary Rules & Regulations and Title 5; and approved a Green Burial Site @ St. John's Church on Washington Street.

The Massachusetts Department of Public Health placed an intern, who is studying Community Health Nursing at Worcester State College Graduate School, with the Board of Health Office. The intern submitted several press releases and disseminated information focusing on educating the public about prevention and awareness to our residents. The Board continues to collect and disseminate information on communicable disease to the schools and community. Our goal is to help the community of Duxbury prevent, prepare for, and respond to disasters, pressing public health needs and emergencies of all kinds.

Respectfully submitted,

Dr. David Brumley, Chair  
Clinton Watson, Vice-Chair

Jerry Janousek  
Bruce Bygate

Karen Teppe

### **Permits Issued:**

Disposal System Construction Permits	
New Systems and Repairs of Existing Systems	104
Percolation Tests	54
Installers Permits	37
Septage Haulers Permits	16
Solid Waste Permits	6
Food Establishment Permits	45
Miscellaneous Food Permits	
(includes farmers market, milk & cream, catering, bakery, etc.)	74
Miscellaneous Health Permits:	
(includes camps, swimming pools, tanning facilities, barns, dumpsters, wells, tobacco)	89
<b>TOTAL BOARD OF HEALTH PERMITS</b>	<b>425</b>

<b><i>Building Permits Issued:</i></b>	<b><i>Total No.</i></b>	<b><i>Estimate</i></b>
Attached Garage	1	\$112,400
Building Relocation	2	\$25,800
Business Occupancy	10	
Demolitions	15	\$154,000
Detached Garages - Residential	3	\$85,200
Fences	1	\$2,000
Foundations	10	\$172,190
Non-Residential Additions/Alterations	15	\$3,308,041
<b>Non-Residential Buildings New Occupancy Permits</b>	<b>3</b>	<b>\$337,000</b>
<b>Pier, Walkway, Platform</b>	<b>1</b>	<b>\$20,000</b>
Portable Toilets	39	
Quick Permits	222	\$1,892,159
Residential Accessory Buildings	13	\$415,942
Residential Additions/Alterations	190	\$7,230,426
Retaining Walls	1	\$25,000
Sign Permits	22	
Single Family Houses	15	\$7,595,740
Single Family Dwellings – Modular	2	\$436,320
Solar Panels	2	\$13,808
Spa	1	\$6,500
State Inspections	61	
Swimming Pools	14	\$344,700
Trench Permits	122	
Wood and/or Coal Stove Permits	15	\$82,500
Zoning Permits	11	\$36,500
Electrical Permits	362	
Plumbing/Gas Permits	530	
<b>TOTAL BUILDING PERMITS:</b>	<b>1683</b>	<b>\$22,296,226</b>

#### **INSPECTIONAL SERVICES FEES COLLECTED**

Board of Appeals-Fees	\$4,750
Board of Health	\$71,000
Building	\$212,582
Copies	\$6035
Plumbing/Gas	\$36,785
Weights and Measures	\$1,921
Wiring	\$24,259
<b>TOTAL</b>	<b>\$351,900</b>



## **DESIGN REVIEW BOARD**

The Design Review Board, with five members and two alternates appointed by the Selectmen, meets the fourth Tuesday of each month and makes recommendations on special permits to the Zoning Board of Appeals. Before an application for a special permit is heard by the ZBA, the Design Review Board examines the application and evaluates the design, considering scale, mass, proportion, roof lines, and materials.

Special permits govern renovations or additions to residences deemed "non-conforming", because they are on non-conforming lots. We also review applications for commercial buildings and for large projects termed 40Bs. Finally, we review changes proposed for homes within "cluster" zones.

If the application or proposal is for an addition, we consider compatibility with the existing structure, how the addition will harmonize with the neighborhood, and what the impact will be on the neighbors. If the proposal is for new construction, we apply the same principles. If we think a design is in need of some alterations, we make suggestions as to they can be done.

During the past year from June 30, 2009 to June 30, 2010, we examined 19 applications for special permits, one of which was for a 40-B, and three of which were for cluster

Respectfully submitted,

Sarah B. McCormick, Chair

Members: Judy Hall

Nancy Johnson

Robert Mustard

Alternate: Sue Bourget

## **WEIGHTS & MEASURES**

Summary of work completed July 1, 2009 through June 30, 2010:

### **Scales:**

Over 10,000 pounds	1
100 - 1,000 pounds	2
10 - 100 pounds	30
10 or fewer pounds	3

### **Motor Fuel:**

Gas Pumps	62
Diesel Pumps	2
Adjustments	7

### **Weights and Measures Tips for Consumers:**

**A Common Consumer Complaint:** I just filled my 19 gallon gas tank and it took 20.3 gallons. How can that be, especially when the Sealer of Weights and Measures has found that the dispenser is operating correctly? **Answer:** Some customers fill the fuel tank beyond the pump's automatic shut off. This can draw fuel into the vapor head space. This is the portion of the tank compartment at a level above the filler pipe. The filler pipe and the vapor space are not considered part of the tank's capacity.

Respectfully Submitted:

Harold Tuttle, Sealer of Weights and Measures

## **ZONING BOARD OF APPEALS**

As of June 30, 2010, the Board of Appeals had five members: Dennis Murphy, Chair; Judith Barrett, Vice Chair; Jill Cadigan-Christenson, Clerk; Michael Gill, and Scott Zoltowski. There were two Associate members: Dimitri Theodossiou and Paul Boudreau.

During the reporting period from July 1, 2009 through June 30, 2010, the Board of Appeals reviewed twenty-six (26) matters, including:

- twenty-seven (27) applications for a special permit,
- five (5) requests to amend or transfer permits
- three (3) zoning enforcement appeals, and
- one (1) application for a comprehensive permit.

Of these matters reviewed by the Board of Appeals during the reporting period, seventeen (17) were granted zoning relief, three (3) were denied, five (5) were withdrawn and one (1) remained pending.

Respectfully submitted,  
Dennis Murphy, Chair

## **OPEN SPACE & RECREATION COMMITTEE**

The Open Space Committee makes the following report of activities/changes in FY 2010:

- 1) Fall Foliage Festival (October)
- 2) Earth Day Cleanup in April at the Keene Mill Foundation
- 3) Annual Scavenger Hunt in May, at the Myles Standish Monument. Sixteen families took part.
- 4) Addition of New Members: Jacques Pelletier, Kathryn Cross, and Cynthia Ladd-Fiorini
- 5) Accepted resignation of Scott Zoltowski and thanked him for his years of service.

Respectfully Submitted,  
Paul F. Costello, Chairman

## **PLANNING BOARD**

Despite a continued national economic downturn a number of applications were submitted to the Duxbury Planning Board during fiscal year 2010. For the first time since fiscal year 2006 the Planning Board reviewed four new definitive subdivision plans and one definitive subdivision modification, with all applications pending at the close of the fiscal year. One of those definitive subdivision applications would create seven lots off of Bow Street, triggering the Inclusionary Housing Bylaw. Seven Approval Not Required plans were endorsed, creating only one new lot that also triggered the Inclusionary Housing bylaw. An offsite location was approved through a special permit and one additional unit is expected to be added to the Subsidized Housing Inventory. In addition, an Administrative Site Plan Review was approved that will help to revitalize a business area on Railroad Avenue that had been neglected since the Goodrich Lumber Yard and Back River Fish Market vacated several years ago.



*Pictured (top row L-R): Brendan Halligan, Harold Moody, Josh Cutler;  
(front row L-R): George Wadsworth, Amy MacNab, John Bear, Cynthia Ladd-Fiorini.*

The Planning Board actively participated in Annual Town Meeting 2010, sponsoring and supporting warrant articles. One of those articles, sponsored by the Alternative Energy Committee, supported by the Planning Board and approved at Town Meeting, proposed a new Wind Facilities Zoning Bylaw that created a permitting process for municipally-owned wind facilities. The Planning Board will serve as the special permit granting authority for municipal wind facility permits. The Administrative Site Plan Review Zoning Bylaw was amended to remove exempt organizations such as religious and educational institutions as a result of successful appeal by a local private school. A proposed citizen's petition to amend Lot Coverage regulations was the subject of debate at Town Meeting but eventually was indefinitely postponed as it was not supported by the Planning Board or Board of Selectmen and did not appear to have sufficient support from residents.

After Town Meeting the Planning Board appointed two study groups to research and review potential revisions to Lot Coverage and Parking regulations and also to review and propose amendments to Zoning Bylaws that would help reinforce existing regulations that preclude multiple dwellings on a lot.

The Planning Board maintained stability in membership with no changes during the past fiscal year. In March 2010 John Bear ran unopposed and was re-elected to serve for a five-year term. At a subsequent Planning Board meeting, Amy MacNab was elected to continue as Chairman, with George Wadsworth serving as Vice-Chairman and Cynthia Ladd Fiorini serving as Clerk.

Board members continue to actively participate as Planning Board representatives on other local and regional committees and/or boards: Affordable Housing Trust, Alternative Energy Committee, Community Preservation Committee, Economic Advisory Committee, Land Use Group, Local Housing Partnership, Metropolitan Area Planning Commission – South Shore Coalition, Massachusetts Bay Transit Authority Advisory Board, and the Open Space Committee.

In addition to its primary work with the Planning Board, the Planning Department also serves as limited staff for the Economic Advisory Committee, Local Housing Partnership, Local Historic District Study Committee, and Alternative Energy Committee.

The Board would like to thank Thomas Broadrick, Planning Director, and Diane Grant, Administrative Assistant, for their support during the past fiscal year, and town residents for their continued participation



and input. In the coming year, as always, the Planning Board looks forward to serving the best interests of the residents of the town of Duxbury.

Planning Board members:

Amy M. MacNab, Chair

George D. Wadsworth, Vice-Chair

Cynthia Ladd Fiorini, Clerk

John P. Bear

Josh Cutler

Brendan P. Halligan

Harold F. Moody, Jr

## SHELLFISH ADVISORY COMMITTEE

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The fiscal year began with notice that the Board of Selectmen had approved the Bay Management Plan. Several Shellfish Advisory Committee members played key roles in working with the Duxbury Bay Management Commission in the drafting of this plan. With recognition of this management plan providing context for aquaculture The SAC continued its deliberations early in the year on revising and updating the aquaculture rules and regulations. We met numerous times in public meetings and held many joint meetings with representatives of the Bay Management Commission to assure that our direction would be consistent with the Bay Management plan as adopted. As part of our ongoing responsibilities, the Committee undertakes a comprehensive two year mandatory review for all aquaculture licenses after initial issuance. In FY 2010, we undertook comprehensive reviews for license holders who approached the mandatory two year license reviews. Each was presented to the public through the advertised public hearing process prior to being brought before the Board of Selectmen for further review and approval. We expect that our ongoing activities with respect to revision of aquaculture rules and regulations will carry forward also into FY2011. We shall continue to welcome comments, input and participation in our meetings which will be scheduled and posted from time to time during the fiscal year. We expect to present the results of our revisions to the aquaculture rules and regulations, developed in coordination with the DBMC, to the Board of Selectmen in FY 2011.

The issuance of new aquaculture licenses remains under an indefinite moratorium declared by the Board of Selectmen.

Respectfully submitted,

A. P. Hoban

Chairman

## TARKILN COMMITTEE

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The Tarkiln Community Center is a Town-owned historic building located at 245 Summer Street. Tarkiln was operated by the Duxbury School Department from 1871 until 1949. The Tarkiln facility consists of two one-room schoolhouses, the first of which was constructed in 1871, and the second in 1908, with a connector building constructed in 1925 to provide central heating and indoor plumbing. The building was operated as a community center until closure due to storm damage in 2006. The Tarkiln property also includes two tennis courts and two Little League baseball fields.

Under the direction of the Town Manager and CPC, the Tarkiln Committee and the architect of record, Durland/Van Voorhis Architects of New Bedford, assembled plans for the partial restoration project. The Committee established a plan with three major phases to be put out to bid separately. This was done to better control costs and to improve the Town's ability to react to existing conditions found during construction. The Tarkiln Committee also worked closely with the Town Manager, the Director of Inspectional Services and the Department of Public Works Director, during the creation of the restoration plans.

The first phase of the project consisted of replacing the building's roof. In October 2009, JT Cazeault and Sons Roofers, Inc., of Plymouth, installed a new roof at Tarkiln for \$22,900, well under the estimated

cost. Company president and Duxbury resident, David Cazeault, included extras that were not part of his contract, but were approved by the Town's Tarkiln Committee. These enhancements included, copper valleys, all new fascia boards on the kitchen addition, and new roof and flashing on basement stairwell cover.

The second phase involved installing a new septic system. Fredrickson Jones Contracting of Walpole performed the septic work in the front yard of Tarkiln in December 2009. This project also came in under budget at \$22,000. The septic system design maintains the front yard area as available usable space, up to and including the ability to bear vehicular traffic.

The third phase accomplished the 2009 Town Meeting goal of partial restoration of Tarkiln sufficient for operation. Interior improvements include all new handicapped accessible bathrooms, replacement of the building's heating, plumbing, and electrical systems, and interior updates. Exterior improvements include new handicap accessible entrances. Restoration of historically accurate details to the façade was an additional option. The options specified in the bid package were 1) Air Conditioning, 2) Exterior Storm Windows, and 3) Restoration of the dual front entry doors on each school house.

The bid package was released in January 2010. Twelve bidders responded, with the low bidder, Campbell Construction of Peabody, MA. The contract was provisionally awarded on March 24. An initial construction meeting was held at Tarkiln in April. Options 1 and 2 were taken. Option 3 was declined at contract award to reserve sufficient contingency from the budgeted funds.

In addition to assisting with the procurements and negotiating design details to keep the project within budget, The Tarkiln Committee has supported the project in many other ways, including:

- Developing recommendations for a business plan and a rental rate structure, and gathering information about future occupancy.
- Sponsoring and attending volunteer workdays throughout the Summer and Fall to clean up the interior, paint the building's exterior and perform light interior demolition.
- Coordinating volunteer labor and materials that resulted in the stripping and re-siding of one of the building's exterior rear walls. The Committee gratefully accepted volunteer labor from Emmett Sheehan's Eagles' Nest Landscaping of Duxbury and Scott Thrasher and his crew.
- Meeting regularly with the private volunteer group the Friends of Tarkiln. The Friends of Tarkiln have come forward to support the effort to restore Tarkiln as a community center. This non-profit group plans events and fund-raisers. The Friends are making gifts to the Town of wish list items that enhance the building's role as a community center, but are not included in the partial restoration budget.
- Coordinating with the Friends of Tarkiln to remove asbestos found in areas of the building. The Friends of Tarkiln executed a private contract with Banner Environmental Inc. of Duxbury, with the Town's permission, to remove hazardous asbestos. This single project alone saved Duxbury taxpayers at least \$12,000.

As of June 30 2010, the Partial Restoration project was well underway. Work had been temporarily suspended by Campbell construction due to family circumstances.

Respectfully submitted,

Tarkiln Committee: R. Taggart Carpenter (Chair),  
Richard Cowen  
Robert C. Vose, III  
Susanna S. Sheehan  
Steve Wonkka



*Site Work at the Tarkiln Building*

## TOWN BUILDING COMMITTEE

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The Town Building Committee is responsible for working with individual Building Committees on new building projects and for developing a long-range plan for the maintenance and replacement of Town and School buildings. Its membership is made up of residents with engineering, architectural and construction backgrounds.

In the past year, the Committee has met with representatives of the Crematory, School, and Public Safety Buildings Committees. We also met with the Department Heads who also serve as Building Managers to review the status and long range replacement needs that they may have.

The Committee members are P. Brogna, L. Kennedy, E. Lewis, A. Martecchini, D. Nolan, and A. Yanulis. In addition, J. Heinstadt represents the School Committee. P. Buttus (DPW Director) and S. Lambiasi (Director of Inspectional Services) are advisory members.

Submitted by  
F. Mangione, Chair

## TOWN HISTORIAN

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What does a Town Historian do? That question perplexed me when I agreed to become Duxbury's Town Historian a year ago. It will follow me perhaps my whole tenure as I explore this important job, but one that has few defined duties.

Duxbury has been fortunate to have four Town Historians since 1938 when the office was created. Dr. Reuben Peterson (1938-1942) of Powder Point was Duxbury's first historian, after ably leading the 1937 Tercentenary celebrations. Many of Duxbury's historic sites were identified and he began, with the help of many others, to make Duxbury be proud and aware of its considerable historic resources.





*The Island Creek Schoolhouse was built in 1848. In this photo, dated 1944, the schoolhouse is being moved by Walter Prince from the corner of Tremont and Parks Street to what was then Duxbury High School (currently the Duxbury Free Library). It became the "Home Economics" lab cottage for the school. It stood until 1997 when it was taken down for the library and playground reconstruction.*

Walter R. Hunt (1943-1950) was Duxbury's second Town Historian. He was historian during the tumultuous World War II years and the immediate post wartime. His town reports are time capsules themselves, as he records big events of the time, including the first bread line in Duxbury held outside the A & P. He also always commented on important weather such as "THE CHRISTMAS WAS WHITE" in 1948.

Dorothy Wentworth of Standish Shore took the office of Town Historian to a whole new level with her thirty year reign from 1951-1984. She was a native of New Hampshire, but became fascinated in Duxbury history after discovering in her husband's family's deed that the land was once part of the Brewster and Standish farms. She made every aspect of Duxbury's history her consuming interest and wrote down, commented upon, and gathered more photos, books and ephemera on Duxbury history than an army could have done! She also talked to and wrote down many long time Duxbury residents recollections that provide continuing insight into Duxbury that otherwise would be lost. Not enough can be said about her success in making Duxbury people everywhere knowledgeable and cherishing of their own history.

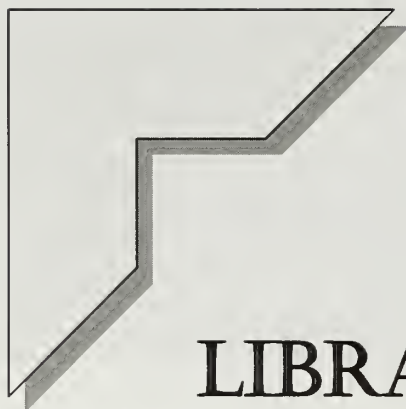
Katherine Pillsbury more than ably stepped into the job of Town Historian after Dorothy Wentworth's retirement and stayed an active and visible historian for twenty five years from 1984-2009. Katherine worked tirelessly to promote Duxbury's history through serving on many committees, speaking at numerous town meetings, and more importantly, continuing the job of gathering and disseminating knowledge of Duxbury history to her fellow citizens. I am lucky to have her as a continuing mentor and valued sounding board. It was under Katherine's watch that Duxbury restored the Wright building that now houses the archives of the DRHS and town records and is a huge boon to the office of town historian. Carolyn Ravenscroft, the archivist for DRHS, answers many inquiries and truly serves as a deputy town historian for everything from casual questions to in depth scholarly explorations.

So what does a town historian do, particularly a 21<sup>st</sup> century Town Historian? I am humbled to be following our first four historians and realize they too had to make their own way and find different means in their eras to promote and encourage Duxbury history.

Duxbury history is endlessly fascinating and being created at this moment, so in this year of 2010 in collaboration with many people, groups, committees we will work together to gather, and try to capture Duxbury history for the future and understand it for what it can tell us about ourselves.

Respectfully Submitted,

Tony Kelso  
Town Historian



# LIBRARY & SCHOOLS

DUXBURY FREE LIBRARY

SCHOOL COMMITTEE

SCHOOL SUPERINTENDENT



## DUXBURY FREE LIBRARY

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In FY2010, the Library welcomed 193,386 visitors. Library staff circulated 257,457 items at our main desk and lent 39,594 items to other libraries. We answered 8,537 reference questions, and we held 234 children's programs, 159 teen programs, and 82 adult programs. Ongoing series in FY2010 were monthly *Poetry Circle*, *Library Book Group*, *Fourth Friday Films*, *Sunday Salon Series*, *Tech Talks*, and author visits in conjunction with Westwinds Bookshop.

After nine years of service, Nancy Delano retired from the Board of Library Trustees. Laura Sullivan, past president of the Friends of Duxbury Free Library (FOL), was newly elected, and incumbent Ted Flynn was re-elected for three-year terms. Eighteen loyal volunteers provided hours of service shelving materials, mending items, providing Friday morning story times, and assisting staff with projects. Library associate, Denise Hovis, left her position after many years; that position remains unfilled.

The Library continued to expand its interactive website, [duxburyfreelibrary.org](http://duxburyfreelibrary.org). Library cardholders can search for items, place holds, and manage their library accounts. All residents can sign up to receive e-mail newsletters of new or recommended titles – books, audio books, music, and films. Anyone can also make or cancel museum pass reservations, ask a reference question via e-mail or *Instant Messaging*, and register for programs. The Library provides wireless service throughout the building, as well as internet ports for laptops and a net book for use in the library. Users can always *Book a Librarian* for one-on-one instruction on using the internet, the library and its online resources.

The American Library Association invited Young Adult Librarian, Ellen Snoeyenbos, to present at its national conference in Washington, DC, on her very successful teen book groups. Fourteen Duxbury students accompanied her and were outstanding in their behavior and their presentations!



We continue our collaboration, *Threads from Duxbury's Past*: a rotating exhibit of historic fashion from the Duxbury Rural & Historical Society. An archival case on the Library's upper level holds items from the DRHS collections under the direction of Madelon Ali.



Friends of Duxbury Free Library funded all of the summer programs for teens and children, as well as the adult programs throughout the year. FOL funds purchased over \$10,000 in books, video, and audio materials. In addition, it provided \$2,100 for *Mango Online Languages* and almost \$6,000 for *Best Friends* books. Without these gifts to supplement our collection spending, the Library would not have met the state requirements for certification in FY10.

*Children's Staff "traveled" the world preparing for the FY11 Summer Reading Program*

The generosity of Duxbury Free Library, Incorporated, allow the library to meet its state-mandated materials expenditure requirement by supplementing the budget for books, museum passes, and audio-visual materials. The Harry Grafton Foundation awarded \$4,000 to provide elementary age technology in the children's department.

***Friends of the Duxbury Free Library  
Officers present a check to underwrite  
programs and purchase materials.***



Respectfully submitted,  
Elaine Winqvist, Library Director

**Library Trustees:**

Theodore Flynn, Chair

James Mandrell, vice-Chair

John Britten

Paula Harris

Laney Mutkoski

Laura Sullivan

## SCHOOL COMMITTEE

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On behalf of the School Committee, our 3,400 students and hundreds of dedicated staff, I appreciate the opportunity to share with the community an overview of the challenges and highlights of the 2009-2010 school year.

The 2005-2010 Strategic Plan, developed with significant community input, proved to be an important tool to focus the work of school improvement and to guide critical decisions regarding curriculum, professional development, teaching and learning, instructional technology and capital spending with student achievement as the overall goal. The next plan will need to reflect the ever-changing requirements in state and federal mandates, the proliferation of technology in education, the needs of all types of learners, a new generation of teachers, and major construction projects, against a backdrop of a stagnant economy.

**Budget:** Fiscal year 2010 can best be described as a roller coaster for the schools with cuts in local aid and special education circuit breaker funds, ongoing contract negotiations with all of our unions, and increasing maintenance on the middle and high school buildings. On the upside, we had the opportunity to apply limited state and federal stimulus dollars to specific areas of the operating budget and benefited from careful energy management, savings from retirements, and stable enrollment. At March Town Meeting, the voters approved an operating budget of \$27,946,458 for FY 2011, a *one percent* increase over the FY10 budget of \$27,646,458. In recent years, the School Committee has raised fees for athletic and co-curricular participation to avoid cutting programs, and has pursued cost-savings in other areas with the least impact on our core business of teaching and learning. We are well aware of the gravity of this economic climate and appreciate the ongoing support of the community, parents and the Duxbury Education Foundation. We will continue to work to deliver the high-quality 21<sup>st</sup> century education that Duxbury residents expect and that students will need to be college and career ready.

**Facilities:** To address the aging conditions and barriers to the educational program at Duxbury High School and Duxbury Middle School, the School Building Committee engaged architects Dore & Whittier to complete a feasibility study on both buildings. The study, approved by the voters in 2009 and completed on time and under budget, outlines six options for replacing DMS and DHS. It was presented at Town Meeting 2010 and is available for review. The School Building Committee and the Massachusetts School Building Authority (MSBA) will work to apply the findings of the study to achieve



the most cost-effective, educationally-appropriate solution for replacing the middle school and high school. We are pleased to report that the Chandler roof project, approved by the voters in 2009, was completed on time and under budget. The town received a 40 percent reimbursement from the MSBA for this project. Another major improvement to our school facilities was the installation of the artificial turf field at Duxbury High School. This million-dollar project was funded primarily with private donations and through use of the CPA.

**Achievement:** Duxbury students continue to excel in academics, athletics and the fine and performing arts, and somehow also find time to make contributions to those in need in our community and as far afield as Haiti and Africa. Duxbury is well-represented at selective colleges and universities, the service academies and schools of technology, art and music. More than 100 students were inducted into the National Honor Society. Twelve of our teams won league titles, the boys golf team won the state championship and DHS again won the prestigious Dalton Award. Our wind and string ensembles were again selected to perform at Carnegie Hall. The School Committee applauds the efforts of each and every student to take advantage of the opportunities offered in our schools, and we celebrate the many achievements of teachers, staff and coaches.

**Leadership:** After three years as superintendent of schools and eleven years in administration at Alden and DMS, Susan K. Skeiber announced her decision to leave Duxbury Public Schools. The School Committee recognizes her service to the schools and to the town and wishes her well in her future endeavors. The School Committee conducted an executive search for a new superintendent and hired Dr. Benedict Tantillo as the new superintendent of schools. The School Committee is grateful to the many dedicated teachers who retired this year. We also recognize the efforts of George Cipolletti and Karen Wong during their six years on the School Committee.

Please read on for detailed reports from each school. Much more information about the district is available on the school website [www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us).

Respectfully submitted,  
Anne Ward, Chairman  
John Heinstadt, Vice-chairman  
Mary Lou Buell  
Maureen Connolly  
Gary Magnuson

## SUPERINTENDENT REPORT: DUXBURY PUBLIC SCHOOLS

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### District Overview

The Duxbury Public Schools continually strives to be a community of learners that appreciates and respects the diverse contributions of all while inspiring a passion for learning, a desire to make a difference and the courage to act with integrity. We sustain our mission by providing a high quality, comprehensive education enabling students to make connections between learning and life, preparing them to meet the challenges of the 21<sup>st</sup> Century.

As a dynamic and progressive community, we are committed to the following values and goals:

### Core Values

- Building a community of trust
- Making personal connections
- Working to full potential daily
- Accepting personal responsibility
- Acting with integrity
- Communicating clearly, honestly and directly
- Respecting differing values, beliefs and opinions
- Understanding and appreciating the full range of diversity



- Sharing time, energy and resources
- Demonstrating pride in our work and contributions to the school system
- Appreciating the caring and supportive Duxbury community

#### Overarching Goals

- To provide relevant professional development for teachers, administrators and support staff
- To identify and cultivate leadership at every level
- To maintain a comprehensive, updated curriculum through a defined process of assessment, research and development and evaluation
- To support the development of the whole child through a balanced program of meaningful and rigorous curriculum, enrichment and co-curricular activities
- To maintain a clean, healthy and safe environment
- To provide state of the art facilities that supports the educational program
- To maintain a positive, respectful and nurturing culture
- To utilize faculty as a resource for problem solving with their students
- To ensure collaborative decision makers regarding curriculum and professional development
- To acknowledge and celebrate outstanding achievement and performance
- To maintain positive parent-teacher-student partnerships that support each other
- To foster respectful and courteous interactions between and among students, educators, parents and community members
- To support the work of the school councils and organized parent groups
- To maintain partnerships between the schools and the community
- To maintain a high quality educational program in a fiscally responsible manner

#### Strategic Plan

Comprehensive professional development always addresses items in the district's strategic plan. Three major goals successfully addressed during 2009-2010 were:

#### Curriculum Mapping

Curriculum mapping is a process detailing the curriculum in terms of the skills and content to be presented, the assessments to be utilized and the essential questions to be addressed. These maps provide a curriculum that is both horizontal by grade/course as well as vertical across grade levels. It provides for a detailed account of the curriculum to be taught to all students. It is essential to understand that the development of curriculum must be continuously revisited and refined in order to ensure it is current and defines the high expectations of learning for all. Understanding by Design (UbD) templates also continue to be developed with the curriculum maps. These templates provide the detail necessary for instruction.

#### Assessment

The first part of this goal was to develop and implement a building-based process that uses data from common assessments with common rubrics for grading. This allowed teachers to alter instruction to improve student achievement. Student writing was an integral part of this assessment process.

#### Digital Learning Tools (Instructional Technology)

Digital learning tools (technology) are an essential part of learning in 21<sup>st</sup> Century schools. The district continues to incorporate effective digital learning tools into every unit of the curriculum maps and UbD templates. Teachers utilize Web 2.0 learning tools (technology) during the course of the school year and share their use with those in their grade level and/or department.

#### School Building Committee

The School Building Committee engaged in a Feasibility Study through the architectural firm of Dore and Whittier. This firm was selected by the committee to enter into initial research and conceptual design work with the district. Their work with the district included assistance with the development of the district's Statements of Interest (SOI) which was submitted to the Massachusetts School Building Authority (MSBA). Feedback from MSBA was extremely positive. The study also included an assessment of existing conditions and systems at each school. An additional component of this study was a three-day visioning session with educational consultant, Dr. Frank Locker. The visioning committee which was comprised of teachers, administrators, parents and community members reviewed current and future educational trends. The committee's work resulted in the building design of several concept models that address instructional best practices for future generations.

### **Special Education**

The Duxbury Public Schools remain dedicated to providing a free and appropriate education to all children in the least restrictive environment. High expectations for achievement are maintained throughout the district for all students including those with disabilities. Special education services are designed to allow students with disabilities to participate in the general education setting to reach their maximum potential. The district's co-teaching model combines the experience, knowledge and skills of general education teachers, special education teachers, therapists and other support staff to ensure the opportunity for academic, social and emotional development in the mainstream environment. Students who may require more intensive services may receive them through learning centers or substantially separate settings individually or in small groups. Particular focus was directed toward co-teacher training with targeted emphasis in the elementary and middle schools. Workshops were also provided to teachers regarding differentiated instruction, Six Traits of Writing and utilizing data to develop an effective Response to Intervention (RtI) model.

### **Maintaining Safe Schools**

Fostering and maintaining an educational environment where our children are accepted and respected is a fundamental tenet of the school district. We persist in our efforts to embrace differences and demand personal and group accountability. Students are taught how to peacefully resolve differences and make healthy, safe choices. Our educational programming stresses a safe and connected community building self-esteem, pride and confidence. We recognize that conflict is a natural process requiring honest, direct and respectful communication. The school district's consistent response to disrespectful, inappropriate and bullying behaviors provides students with an educational environment that maximizes their academic, social and personal potential.

### **Chandler School Summary**

#### **Provided by Principal Suzanne Billingham**

Over 700 Chandler students completed a wonderfully successful 2009-2010 school year. It was a pleasure to welcome over 175 Kindergarten students and their families to the Early Childhood School. The Chandler staff continues to stress high standards, compassion and professionalism.

#### **Student Achievements**

- There were over 200 children who participated in the *Super Reader* and *I Read with the Principal* Programs.
- There was record student involvement in the Science Fair.
- The PTA Reflections contest demonstrated the tremendous creativity of the students.
- School administration successfully continued the Wonderful Work Achievement Awards.

#### **Ongoing initiatives**

- Differentiated Instruction training continued to be a primary focus with best practice presentations by the Chandler faculty.
- Response to Intervention (RtI) training with Dr. Chris Parker improved tiered instruction in the classroom.
- Co-teaching professional development by Dr. Kathy Porcaro and Linda Tetreault increased instructional best practices for all faculty.
- Enhanced literacy training with common rubrics and anchor paper development began this year.

#### **Staff Highlights**

- Several faculty members received their advanced degrees.
- Staff created virtual learning environments that align with 21st Century skills, i.e., blogging and global collaboration.

#### **Enrichment Highlights**

- High-end Learner Project continues to raise learning expectations and standards for all children.
- The Independent Investigation Method (IIM) of research continued to assist children's learning and achievement.
- *Super Reader* Program remains a smashing success.

#### **Community Initiatives**

- PTA Helping Hands (book donations for districts in need, doll making for hospitalized children, supply collection for servicemen in Iraq and Afghanistan) was a highlight of the year.



- Chandler parent volunteering remains at an all-time high and is truly appreciated. We look forward to welcoming all of our Chandler students for the 2010-2011 school year. A new science curriculum with many exciting hands-on unit activities will be implemented. All K-2 students will participate in a new and exciting Chandler School Read Aloud, as we continue to focus on early literacy skills.

### **Alden School Summary.**

#### **Provided by Principal Christopher Trombly**

The students, faculty and families of Alden School enjoyed a fruitful, enriching year. We worked hard to teach and learn from one another, both about material in the content areas, the creative and performing arts and – just as important – about how to be a community marked by R.E.S.P.E.C.T. (responsibility, effort, spirit, pride, excellence, cooperation, and teamwork).

### **Student Achievements**

- Alden School students joined their counterparts from Chandler to participate in the K-5 Science Fair, which was held in April and sponsored by the PTAs and Battelle Laboratories.
- Students participated in the PTA's annual "Reflections" program, whose topic, this year, was "Beauty is..." Several of our students were named finalists at the state-level (Mia Quigley; Declan Quigley; Bobby Maimaron; Mati Fantom; Alex Heppenstall; Michael Gill); four more were state-wide award winners (Abigail Macleod; Katherine Reynolds; Sam Roberts; Nat Davenport).

### **Ongoing Initiatives**

- Teachers worked with Rachel McAnallen (Ms. Math) from the University of Connecticut to enhance instructional strategies in order to increase student achievement in math.
- Teachers worked with Jaime Bailey from the Bureau of Education & Research using the *Six Traits in Writing* instruction program.
- Classroom teachers and special educators worked throughout the year with Dr. Kathy Porcaro on how to implement co-teaching models most effectively.
- Classroom teachers, reading teachers and special educators worked throughout the year with Dr. Chris Parker on tiered instruction and using assessment data to refine work with students (Response to Intervention).
- The entire faculty joined with colleagues from Chandler to work with Liz Davis and Amy Carrithers from DESE on assessing reading comprehension skills through written answers to MCAS-type open response questions.
- Faculty continued to work at investigating and experimenting with instructional technology and web-based resources for incorporation into students' learning.

### **Staff Highlights**

- Grade 4 teacher Rachel Stadelmann was one of five finalists for DESE's statewide Teacher of the Year program.
- Honored at the Spring 2010 banquet of the Plymouth County Education Association were: Cindy Dacey, Shannon Held, Joan Harper, Denise Lamare, Patti MacLennan, Al Phillips, Patti Pietrantonio, Carl Swanson and Susan Sylvester.
- Grade 3 teacher, Dr. Carl Swanson, serves as an editor for the *Journal of Singing*, the academic journal published by the National Association of Teachers of Singing, had an article published (in German) – in the *Journal of the European Voice Teachers' Association*.
- Faculty members, captained by Grade 5 teacher, Al (Downtown) Phillips, competed against the Harlem Rockets in a basketball game to raise funds for the Alden PTA.

### **Enrichment Highlights**

- Assistant Principal Karen Fruzzetti worked with various organizations/agencies in the community to ensure a robust offering of after-school activities for Alden-aged students.
- For the second year, students had the opportunity to participate in the PTA-sponsored "Battle of the Books."
- The PTA-sponsored "Passport Club" was introduced with great success!
- Grade 5 students competed against teams of adults from the community in the PTA-sponsored *Are You Smarter than a Duxbury 5<sup>th</sup> Grader?*

The Alden School PTA sponsored the author in residence program for the third consecutive year.



### Community Initiatives

- Alden School students continue to give back to the community by participating in activities and contributing to drives offered by the PTA's *Reach Out* program.
- Students from Alden School learned about and made contributions to support students in Rwanda. Two students from the DHS African Service Project made presentations to each of school's three grades in the spring about the important work that they have been doing.
- Two Alden School students, moved by images of earthquake-ravaged Haiti, solicited donations of goods from local merchants and offered them as prizes at a school-sanctioned raffle to raise funds to support relief efforts.
- Numerous Alden School students participated in the Duxbury Education Foundation's annual spelling bee to help support an organization that has been so supportive of us.
- The Alden School PTA, in conjunction with the Chandler School PTA, began a grant-a-wish program, whereby community members could direct their donations to specific, teacher-submitted projects.

The 2010-2011 academic year promises to be as fruitful, enriching and busy as years past. The faculty at Alden School will continue efforts to "meet students where they are" – to differentiate instruction according to students' specific learning styles and current levels of mastery and understanding. We are excited to begin our second year of implementing the co-teaching model of special education service delivery; to make good use of our refined benchmark assessments in literacy and math; to introduce the community to the literacy plan that we recently wrote with our colleagues at Chandler School and to partner with such groups as the Duxbury Education Foundation and – of course – the Alden School PTA, whose tireless efforts and endless generosity have permitted us to continue to engage our students in meaningful, creative teaching and learning experiences.

### DMS Summary

#### Provided by Principal Blake Dalton

DMS celebrated a fantastic and action-packed school year. DMS faculty remains committed to providing a rigorous and authentic learning environment. School traditions such as W.E.B., Nature's Classroom, beach research trips, school-wide reads and summer achievement assignments remain a staple. DMS went on-line with its course selection process and piloted a parent portal for access to student's records. Work on curriculum alignment continued.

### Student Achievements

- DMS continued its tradition of celebrating student achievement at its annual academic awards night where 32 students received the Hojlo Character award.
- Presidential Academic Fitness awards were given to 41 students. These students achieved a 4.0 grade point average throughout their 3 years at DMS

### Ongoing Initiatives

- Several DMS faculty attended a 3-day visioning workshop as part of the new building feasibility study. The highlight of the workshop was the discussion about the possibility of a co-located facility with DHS.
- DMS took part in the X2 parent portal pilot as several staff members opened their grade books for on-line parental viewing.
- DMS continued its technology curriculum integration. With the help of the DEF, DMS purchased iPad's, iTouches and continued to advance 21<sup>st</sup> century skills in the classroom.

### Staff Highlights

- DMS began the year with 13 new faculty members dedicated to student achievement.
- Four faculty members attained their Certificate of Advanced Graduate Studies degree.

### Enrichment Highlights

- A faculty-student basketball game raised over \$2,500 for the Haiti Relief Fund.
- The DMS School Improvement Club made a huge impact on the building by starting a recycling program, redesigning hallway murals to highlight the Character Counts program and hosted a school clean up day where students and staff help clean up trash around the campus.
- The DMS RAP club continued its tradition of a winter food drive to help support the local food banks.
- The DMS running club co-hosted the second annual DMS 5K.

### Community Initiatives

- DMS PTA won the award for the highest number of new members.
- Faculty volunteered and contributed to the DEF phone-a-thon fundraiser
- The PTA co-hosted the 2<sup>nd</sup> annual DMS 5K run and family celebration.
- Faculty and the Student Union continued to develop programs to support middle school aged children.
- The School Council developed and distributed its semi-annual survey to elicit feedback which would contribute to continuous improvement.

As always, we will continue our focus on authentic learning as we imbed technology and project-based learning into student instruction. Proven best practices in education such as co-teaching and differentiated instruction will continue. The new student growth model as a way to show and celebrate individual student growth is very exciting. We are delighted that the prospect of a new middle school looms on the horizon as we continue to support our building as it has reached its useful lifespan. And as always, we look forward to building relationships with our community of learners.



*Three members of the Duxbury High School Jazz Ensemble perform at the Performing Arts Center*

### DHS Summary

#### Provided by Principal Andrew Stephens

The high school has had another exemplary year. Our reorganization of the DHS Guidance program better served all students. The second full year of the student advisory program, which gives students a varied program and a four-year connection with a member of the staff met with tremendous positive feedback. The Student Council worked very hard to bring *Rachel's Challenge* to the school. The Africa Service Project continued its connection with *The Invisible Children* program and was one of the top fundraising programs in the country. The faculty moved forward with the development of departmental common assessments and is making significant progress in our NEASC accreditation process. We continue to increase our level of technology and the faculty members have explored Web 2.0 initiatives with various forms of instructional technology (blogging, podcasting, etc).



### Student Achievements

- Graduating seniors continue to meet with success: 92% of our seniors are going to four year colleges, 5% will attend two year colleges, 2% are entering the workforce, and 1% will be joining the military.
- Twelve seniors were accepted into Ivy League schools.
- DHS had a National Merit Scholarship finalist and nine students who received commendations.
- Two juniors were selected as National Merit Scholarship Program semi-finalists.
- Thirty-three students were named as AP scholars for having received a score of '3' or higher on three separate AP tests.
- Students continue to perform well above the state and national averages on the SAT tests and MCAS
- Art students received recognition from the Boston Globe Art Contest.
- Over thirty seniors participated in the Senior Project, which had them develop and complete service projects during the last quarter of the school year.

### Ongoing Initiatives

- DHS expanded its co-teaching initiative to better serve all students by increasing number of co-taught classes. We also provided ongoing professional development and collaboration time for these teachers.
- We continue to align curriculum and create UbD templates to ensure consistency of content and skill instruction between teachers.
- More common assessment opportunities for students within departments/content areas are being developed and refined.
- Significant progress with the accreditation process was made. School-wide rubrics that reflect the learner expectations for all of students were completed.
- Professional development workshops were provided that addressed different aspects of instructional technology (Google Docs, Blogging 101, Podcasting, etc.).
- Significant upgrades in our technology (SmartBoards, Projectors, Mobile Carts) were realized.
- The X2 parent portal was piloted.

### Staff Highlights

- Athletic Director Thom Holdgate was named "Athletic Director" of the year by the state athletic directors association.
- Social Studies teacher Mr. Christopher Aukerman received the Singer Family Prize for Excellence in Secondary Education from the University of Rochester.

### Enrichment Highlights

- Students in the wind ensemble program were the only high school students to be selected to play at the annual all-state convention. The string and wind ensembles made another successful trip to Carnegie Hall.
- The DHS Chamber Singers impressively performed with the Plymouth Philharmonic Orchestra in March.
- DHS students participated in three trips to Spain and Italy. The annual Italian exchange program was another success culminating with a visit to Duxbury by 15-20 Italian high school students.
- Our Best Buddies Program continues to flourish at DHS with a record number of student volunteers and participants.
- We brought *Rachel's Challenge* to the high school, which told a very sobering and emotional story about Columbine High School.
- The *Africa Service Project* continues to have a large number of involved students who raise community awareness about global issues.
- We completed our annual LINK Orientation program for incoming freshmen. The program grows stronger every year and is marked by very active participation by our LINK leaders.
- The drama program and Thespian Troupe had another successful year by putting on over 12 one-act or full-length plays and one musical.
- The Thespian Troupe made it to the state one act play semifinals.
- Our student-athletes continued a strong tradition of athletic success by winning numerous league titles and strongly competing in various state tournaments.

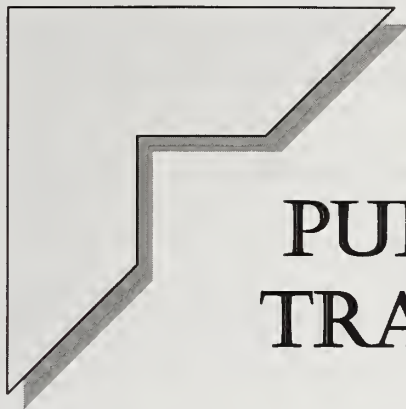


### Community Initiatives

- Teachers continue to receive tremendous support from the Duxbury Educational Foundation (DEF).
- A DEF grant funded the first summer school in recent memory. Students were able to participate in an online summer program in English, Mathematics, Science and Health.
- The Duxbury Parent Connection brought a very meaningful program to parents concerning the Social Host Liability and the tragic story of a parent who lost her daughter to a senseless alcohol related accident.
- The Duxbury PTO was very active and generous with its support of our students and faculty through teacher grants, teacher appreciation days and offsetting the cost of our student planners. PTO support is essential in the planning and running of our prom and graduation ceremonies.
- Overall, we are truly fortunate to have such involved and generous organizations like the DEF, Parent Connection, the PTO and our numerous booster groups.

In looking to school year 2010-11, we have much to be proud of and have much work left to accomplish. We have significantly increased our capability to instruct students in 21<sup>st</sup> Century skills in the classroom. We will continue with our curriculum development and our uses of common assessments in inform our instruction. We eagerly look forward to the discussions around a new co-located building project.

Respectfully Submitted,  
Dr. Benedict Tantillo, III  
Superintendent of Schools



# PUBLIC SAFETY & TRANSPORTATION

DUXBURY EMERGENCY MANAGEMENT AGENCY

FIRE DEPARTMENT

HARBORMASTER

HIGHWAY SAFETY ADVISORY COMMITTEE

MASSACHUSETTS BAY TRANSPORTATION ADVISORY BOARD

NUCLEAR ADVISORY COMMITTEE

POLICE DEPARTMENT

PUBLIC SAFETY BUILDING COMMITTEE

## DUXBURY EMERGENCY MANAGEMENT AGENCY (DEMA)

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The Agency is awaiting the South Shore Multi-Hazard Mitigation Plan for Duxbury. This plan is being drafted by the Metropolitan Area Planning Council. This plan is essential for FEMA funding for hazard mitigation grants. It is our hope that this plan will assist the Town in reducing property damage and/or loss of life from natural hazards.

The Agency continues to work with the Duxbury Nuclear Advisory Committee and seeks to ensure that the emergency policy and procedures for the Pilgrim Nuclear Power Station are up to date and adequate.

I wish to thank all that have assisted us in meeting our mission: mitigation, preparedness, response and recovery. Additionally, I wish to thank the Duxbury Nuclear Advisory Committee for its continued support and enthusiasm in our effort in making the community safer.

Respectfully Submitted,  
Kevin Nord, Director

## FIRE DEPARTMENT

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I am proud to present our 2010 Duxbury Fire Department Annual Report. The men and woman of the Duxbury Fire Department are dedicated to providing quality and innovative fire, rescue, emergency medical services and life safety initiatives to a great community. In the last fiscal year, the Department responded to 1935 emergency calls. However, an unexpected trend that has made providing immediate response difficult, is the number of simultaneous calls. Last year a total of 762 incidents occurred. This means that while the on-duty shift is committed to an emergency, another call comes in for help while crews are still engaged in the previous call. Current staffing levels and increased reduction in budget makes this situation a challenge for any Department. This trend is being tracked and has increased over the last two years.

We are steadfast in our commitment to prevent fire and injuries through comprehensive public education programs and code enforcement. A total of 1843 permits were issued by this department, and a total of inspections 956 performed, each taking 30 to 45 minutes. Firefighters delivered 20 programs in the community and worked with parents, day cares, pre-schools, grade schools, senior groups, businesses and camps. This is a marked drop due to cuts in Public Fire Education funds.

The Public Safety Building Committee has spent an incredible amount of time trying to replace/renovate Station 1. Thankfully, last March's Town Meeting approved funds for design, and our hope is that the following Town Meeting will approve construction funds to complete this project.

**Data July 1, 2009 to June 30, 2010**

**Emergency Calls 1,935, of those we received mutual aid 33 times, the breakdown is as follows:**

FIRES, Structure, Brush, Rubbish, Vehicle: 44  
EXPLOSION, OVERHEAT, (No Fire): 3  
EMERGENCY MEDICAL/RESCUE: 1,328  
HAZARDOUS CONDITION (No Fire) : 115  
SERVICE CALL, Lockout, Animal Rescue, Water Problem etc: 147  
GOOD INTENT CALLS: 39  
FALSE ALARMS: 251  
SEVERE WEATHER/NATURAL DISASTER: 11

Respectfully Submitted,  
Kevin M. Nord, Chief of Department



## HARBORMASTER

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As an annual event the Department started the fiscal year assisting the Town of Plymouth with mutual aid assistance for managing their waterfront activity during the 4<sup>th</sup> of July fireworks display. Along with Plymouth and Duxbury Harbormasters, the Massachusetts Environmental Police and the United States Coast Guard were also present to assist with security.

In September, our Department worked with the Duxbury Police and Fire Departments to safeguard athletes participating in the annual Duxbury Beach Triathlon. Harbormaster personnel manned all three patrol boats to set up an event security perimeter. We had mutual aid assistance from the Plymouth and Kingston Harbormaster Departments to lend a hand with security and the well being of the athletes. In November and December, the Department worked at hauling floats, swim buoys, no-wake buoys, aids to navigation. The Duxbury D.P.W. assisted tremendously with hauling the gangways and the floats.

The Town Manager signed a Memorandum of Understanding with the U.S. Coast Guard in January 2010 providing federal authority to the Harbormaster Department. This is particularly important in providing security at the Plymouth Nuclear Power Plant.

Department personnel went through extensive training during the off season. Many training programs were provided by the Coast guard and involved port security. The Department was awarded a grant for drivers training that the three full time members of the department completed.

The Department made application to the 2010 Port Security Grant Program as a regional effort with the towns of Kingston and Plymouth. The projects included bay wide video surveillance system, a fast response vessel, and a mobile thermal imaging system. The Department was the applicant of the three projects and was awarded funding for a fast response vessel of \$183,289.00.

Marine Unit 2 remained in the water through the winter months to provide emergency protection for our commercial shell fishermen and others who access our waters in the off season. Department personnel worked on preparing the Marine Units for the upcoming season. This work included washing, waxing, painting, rewiring, radio installations, tune-ups, fiber glassing and general maintenance.

In March, town waterfront facilities, Department patrol boats and buoyage systems started to go back into the water. All Marine Units and town floats were launched by mid-May, and by June all aids to navigation, swim buoys and no wake buoys were on location.

Harbormaster personnel assisted the Duxbury Bay Maritime School with their annual "Opening of the Bay" festivities during Memorial weekend.

It's been a very active year for this division of the Department and an honor and privilege to serve this community.

Respectfully submitted,

Donald Beers

Harbormaster

### **Beach Management Operations**

This was yet another successful year on Duxbury Beach. Permit sales for the summer of 2010 were as follows:

3,499 Resident Parking lot permits  
2,977 Resident ORV permits

3,510 Non-Resident ORV permits  
22 Horseback riding permits

In accordance with the beach management plan set forth by the Duxbury Beach Reservation and the Conservation Commission, all work on Duxbury Beach Road was coordinated with the Endangered Species Officer to ensure the safety of the endangered/threatened species present on Duxbury Beach.

Total restrictions for 2010 Resident permit holders within the ORV area were 0 times for the entire summer. Non-resident's total restrictions were 2 closures for a total of 2 hours for tidal issues. The start of the 2009 season was a mix of hot sunny days with some periods of rain, and no major storms. The end of the 2009 season brought long periods of very hot and clear days with almost no precipitation, and no storms. The start to the 2010 season continued with numerous above average hot sunny days through July and August with a very high volume of beach visitors on weekends and during the workweek.

Trash on Duxbury Beach was managed the same as last summer with barrels placed by Town DPW on pedestrian walkways strategically to eliminate household garbage from collecting, and help manage small litter. The "Carry-In Carry-Out" policy for rubbish and garbage was used again and worked well to keep the aesthetics of the Beach and keep unwanted scavengers from spreading the refuse along the beach. The Department also staffed a position to "sweep" the parking lots, and bridge to clean any litter and to clean the restrooms. This staff member also took care of maintaining the trash barrels, when necessary.

The Dog Walking permits and regulations were still in effect and were managed well. It was discussed that for next season the physical permit potentially be re-designed in a way which would allow it to be attached directly to the dog's collar for inspection. The number of Dog Walking permits issued for the 2010 season was 620 permits.

Duxbury Beach stands alone in its ability to allow the cohabitation of recreational beach visitors and endangered species. It was another safe and fun summer experience for those who had the opportunity to enjoy it.

## **Endangered Species Report**

### **Summer 2010 Piping Plover Data:**

- Nesting Pairs on Duxbury Beach: 11
- Total plover chicks hatched: 30
- Total number of chicks fledged: 16 chicks
- Fledge Rate for Duxbury Beach: 1.45 (*chicks per nesting pair*)
- State Fledge Rate: N/A

### **Adult Plover Mortality**

- Witnessed/Recovered: 0
- Reported from other Agency: 0

### **Plover Chick Mortality**

- Predation: Coyote/Exposure/Unknown: 14 (*coyote suspected for large percentage*)
- Motor Vehicle chick takes: 0
- Human chick takes: 0
- Dog chick takes: 0

### **Nest Mortality:**

- Nests washed out by flood or surge tide/storm conditions: 0
- Nests lost due to suspected depredation: 4 (3 were 1<sup>st</sup> attempts, and 1 re-nest)
- Nests lost exposure/unknown/abandoned: 0
- Nests lost to Motor Vehicles: 0
- Nests lost to Dogs: 0
- Nests lost to Pedestrians: 0

### **Protection Mechanisms:**

- All nests were protected by symbolic fencing and/or predatory exclosures
- Predatory Exclosures Erected: 0 (*see predator mitigation*)
- ESP Monitor Staff placed to monitor plover chicks
- Supplemented by regulatory pedestrian and vehicular signage

- ESP Patrols day and night
- Predator mitigation

#### **Predator Mitigation:**

This nesting season as you know the Duxbury Reservation Inc., Duxbury Harbormaster Department, and Mass Audubon worked closely with the USDA to execute a Crow mitigation management plan which has been used throughout Massachusetts and other surrounding coastal states. This program is designed by the USDA to target and eliminate problem "smart crows" which over time have learned and can teach other crows behavior of how to locate and prey on piping plover nests/eggs having a detrimental effect on productivity. This plan was executed just before the regular piping plover nesting season to ensure maximum effectiveness. We believe the total number of problem crows did not exceed 10, and in many cases these "smart crows" were observed in numbers of 5-7 strong on Duxbury Beach. We believe this mitigation, combined with exceptional weather made for a very successful nesting season. It was decided between the Endangered Species Division, USDA, and Mass Audubon, that no predator exclosures be erected, due to the use of such exclosures in the predator mitigation plan. We wanted to make sure that if there were by chance any "smart crows" left, they would not target legitimate plover nest exclosures.

It is also important to note that a pair of adult coyotes bred 3-4 coyote pups in late June which had an effect not only on tern nesting sites, but also unfledged piping plover chicks as shown above. There have been adult coyote(s) on Duxbury Beach, but when pups are present they will obviously consume more. While there was no direct predation witnessed of coyotes taking plover chicks, their (coyote) tracks show them in areas where unfledged piping plover and tern nests/eggs were present.

#### **Nesting Habitat:**

Piping Plover pairs nested in the same general areas as last year, including 1 nest in the Plum Hills area south by the Town line. Plover nests were located on the pedestrian beach, this season, and the "tilled" (burn) artificial habitat areas south of high pines on the bayside yielded 3 successful plover nests this season. After a quick rate of plant/vegetation re-growth in 2008 (affecting nesting habitat), it was decided by DBR to use a different technique to better sustain the artificial habitat, which worked well. Plovers also nested in the usual areas between the 1<sup>st</sup> and 2<sup>nd</sup> crossovers high enough on the beach where flood tides did not present a problem to them.

#### **Monitors:**

Twenty five monitors were employed this summer. The nesting books were again a great tool to keep monitors engaged in their duties, while making recordings at the pre-determined times throughout their shifts. The monitors attended the Mass Audubon Coastal Water bird training class, needed to fulfill the position of monitoring plover chicks on Duxbury Beach, which was held at their (MAS) Marshfield office. Monitors also assisted with informing beachgoers consistently of restrictions imposed on certain areas of the beach due to the presence of Endangered/Threatened species.

#### **Massachusetts Audubon Society Coastal Waterbird Program:**

The Massachusetts Audubon Society: Coastal Waterbird Program employed one seasonal coastal water bird biologist assigned to Duxbury Beach as well as a few other area beaches, no CWP intern was hired this season. Mass Audubon Biologist Gabrielle Gareau was charged with the responsibility of assisting the Endangered Species Division of the Duxbury Harbormaster Department with locating Piping Plover and Least Tern nests, nest monitoring, and the collection of scientific data. Overall the M.A.S Biologist assigned to Duxbury Beach was very professional in carrying out her duties, assisting the Endangered Species Division, and when handling questions/comments from the public. The CWP Biologist fulfilled all of the duties and responsibilities of her position on Duxbury Beach thus far.

#### **Beach Operations:**

Compared to the 2009 season which brought spring storms and frequent rain, the 2010 season brought the opposite end of the spectrum with no spring storms, above average temperatures, and very little rain. This not only played a role in daily operations, but also gave the piping plovers an opportunity to lay successful nests earlier and fledge chicks before August. Initial daily operations were affected by fiscal budget cuts which led to decreased beach coverage/patrols both day and night combined with a high volume of visitors not only on weekends, but consistently throughout the work week as well.



The new temporary ESP restricted area signs worked very well as they were clear and concise and large enough to see from a distance. The replacement UTV (Kawasaki Mule 4x4) functioned very well this season with a host of roles. The Mule was essential in setting up temporary symbolic in special restricted nesting areas where regular motor vehicles cannot operate, as well as routine patrol, aiding in locating missing children, and debris sweeps on the beach.

### **Shellfish Department**

Shellfish harvesting in Duxbury is a regionally popular and important activity within the Commonwealth. The Town sold 1,402 resident and non-resident recreational shellfish permits totaling \$81,602.50. Recreational harvests included: Soft Shelled clams, Quahog, Razor clam, Mussel, Sea clam, and Oyster.

Shellfish resources were abundant and in very good condition that allowed other than the regular seasons, the Selectmen to declare and extend bonus shellfish seasons on the recreational and commercial harvesting of soft shelled clams (steamers) and the commercial harvesting of Quahog (hard shell clams). Commercial harvests included: Soft Shelled clams, Quahog, Mussel and Razor clams. The Town issued 75 commercial shellfish licenses totaling approximately \$8,710.00.

This was the third year that the recreational harvesting of oysters was allowed. A group of Duxbury aqua culturists annually provides and donates to the Town many hundreds of bushels of adult oysters and labor to allow a modest recreational harvest. Harvest areas were selected that considered access and opportunity, taking full advantage of this "put and take" program. Further, Island Creek Oyster donated several hundred thousand oyster seed that was located and broadcasted within the vicinity of these oyster beds. It is hoped that these resources will be available for recreational harvest the fall of 2011.

Continued improvements in the bay water quality have allowed the Commonwealth to continue the conditional opening and management of large tracks of tidal flats and shellfish beds once considered lost to coastal pollution. The Town's efforts to solve our coastal pollution issues have had an impressive positive impact on our natural resources and our ability to enjoy them.

The Department has daily high visibility shore patrols during the time of low tides. These patrols and efforts are extremely important for natural resource management and protection. Shellfish violations were minimal. Shellfish violations include: digging out of season; harvesting without a permit or license; harvesting in closed or restricted areas; use of illegal tools; harvesting undersized shellfish and harvesting over bag limits. We are fortunate that our shellfish harvester is a well informed and a concerned individual.

Shellfish farms (aquaculture leases) are throughout the bay and appear to be very successful. There are approximately 82 acres leased and under cultivation. The annual lease fee of \$25 per acre accounts for approximately \$2,050.00 a year. The Department works closely with the Shellfish Advisory Committee, the Duxbury Bay Management Commission, and this industry to assist wherever possible and practical, in effectively managing this historic bay activity. It has evolved into a very impressive local commerce program and stewardship of the bay.

It's been a very active year for this division of the department and an honor and privilege to serve this community. With the provisions of our Shellfish Management Plan and the efforts of all involved, this wonderful natural resource will continue being a tremendous asset and tribute to this coastal community.

Respectfully submitted,

Donald Beers , Harbormaster

## HIGHWAY SAFETY ADVISORY COMMITTEE

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The Highway Safety Advisory Committee (HSAC) completed another very successful year serving the highway and safety needs of the citizens of Duxbury. This annual report covers the period from July 1, 2009 through June 30, 2010.

The committee continued to work with the Massachusetts Highway Department on the final design for the improvements to the Winter Street/ Kingstown Way (Rt. 53) intersection. Design plans will include a new roundabout, similar to the one at Lincoln St. /Congress St. (Rt. 14). Completed plans are scheduled for late 2010. In addition, the committee studied a number of recommended safety and signage improvements on various streets and at numerous intersections in Town. These included Washington Street at Bayside Marine, East and Mayflower streets, Franklin Street/Route 53 at High Street, speed bumps on Powder Point Avenue, traffic issues at the school campus on St. George Street, Powder Point Bridge repairs, and signage at Bay Farm Montessori Academy.

The Committee continued to monitor the review of the Island Creek Village North expansion on Tremont Street (Rt. 3A) at exit 10 on Rt.3 with primary emphasis on the needed traffic improvements at the Rt. 3 off ramps both northbound and southbound. In addition, the Committee will closely follow the design of the needed repairs to the Powder Point Bridge and its potential impact to the roadway structure and to the Town.

The HSAC wishes to thank the Board of Selectman, Richard MacDonald, Town Manager, and the Police, Fire, and Public Works Departments for their continued cooperation and assistance. The committee welcomed Duxbury's new Police Chief, Matthew Clancy, into Town and his department's membership on the committee.

The committee looks forward again to another progressive and successful year serving and protecting the needs of Duxbury.

Respectfully submitted,  
Joe Shea, Chairman  
Fred Von Bargaen  
Jeff Lewis  
Peter Buttkus, Duxbury DPW

Diane Bartlett  
Lt. Roger Banfill, Duxbury Police  
Chris West, Deputy Fire Chief  
Paul Brogna

## MASSACHUSETTS BAY TRANSPORTATION ADVISORY BOARD

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On February 8, 2010, my appointment became effective as Duxbury's representative to the MBTA Advisory Board.

In late 2009, the train speed on the Old Colony commuter rail line to Kingston was reduced from 70 mph to 50 mph due to the failing of 187,000 concrete ties. This resulted in slower, unreliable service, and it came on the heels of major fare and parking increases.

On February 23, 2010, the Executive Director of the MBTA Advisory Board was notified expressing the town's concern that the railroad should be rebuilt to its original specifications as soon as possible so that the former, faster schedule could be reinstituted.

On March 3<sup>rd</sup>, a written public comment on behalf of the Town of Duxbury was submitted to the MBTA Budget Office concerning the T's five-year capital improvement program (CIP), expressing the urgency to repair the Old Colony to its original operating condition and schedule. A recent aerial photograph of the Kingston parking lot two-thirds empty also was submitted, further emphasizing the need for timely repairs.

The MBTA responded to both submissions, writing that the railroad would be restored to its former operating and service standards.

On March 15<sup>th</sup>, the MBTA conducted a legislative briefing at the Transportation Building in Boston, and the T's assistant VP of design and construction detailed the timeline and cost of the \$91 million rebuilding project.

On June 28<sup>th</sup>, the project went to bid, and was to be awarded in August. If approved at the September Board of Directors meeting, construction is scheduled to begin in March of 2011 and end in late 2012. Weekday peak hour trains will operate normally during this period, but off-peak trains may be substituted with buses. No weekend trains or substitute buses will operate while the Kingston/Plymouth line is under construction.

At last word, the MBTA has hired a law firm to pursue litigation against the tie manufacturer and plans to replace the failing concrete ties with wood, which have a proven 25-30 year lifespan.



*Aerial photo of Kingston commuter rail parking lot showing 720 empty spaces. Taken at Noon on August 3, 2009.*

Respectfully submitted,  
Richard S. Prone  
Duxbury representative- MBTA Advisory Board



## NUCLEAR ADVISORY COMMITTEE

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**Emergency Planning:** The Committee regularly reviews the latest Duxbury Radiological Plan and Standard Operating Procedures. Potassium iodide (KI) is an over-the-counter substance to prevent thyroid cancer in the event of a radiological accident. Duxbury has stockpiled KI in our schools and shelters since 2000. The Committee worked to add to our stockpile of tablets liquid (KI) to service Duxbury's youngest population. It is free of charge from the government. Supply has been distributed to Chandler and Alden Schools, and any private schools, pre schools, and day cares that have requested it.

**Town Meeting Articles:** Two articles at Town meeting co-sponsored with DEMA passed unanimously. One related to enhancing Pilgrim's buried piping and tanks aging management program, so that it would be required by federal regulators to contain: a more robust inspection system; cathodic protection; a base line inspection prior to any license extension; and an effective wells monitoring program that adheres to well-established protocol for proper design of monitoring networks. These design standards include: a sufficient number of wells and screen placement; sampling frequency and selection of sampled contaminants to include tritium and a range of other radio nuclides that, taken together, serve as specific source indicators; split samples with the Massachusetts Department of Public Health; with all reports made public and available to the Commonwealth and local EPZ communities. Pilgrim's present program does not meet these accepted standards. The second article pertained to financial compensation from Entergy recognizing that the operation of the Pilgrim Nuclear Power Station and the storage of radioactive waste on site have an economic impact on the Town of Duxbury that deserves commensurate compensation from the licensee. At present the compensation is not equitable. The Town with the smallest population and land mass within the planning area, receives the most money. Duxbury has been consistently short-changed by Entergy.

**Nuclear Matters:** We continue to monitor and support all efforts to enhance security and require a safer method than Entergy plans, to store spent fuel onsite until a permanent solution away from the reactor becomes available many years in the future - specifically low density, open frame storage racks in the pool and hardened, dispersed dry casks. Pilgrim refuses to invest in a safer method of storage, and federal regulators refuse to require them to do so. In addition to spent fuel, all other radioactive wastes generated will remain onsite. Barnwell SC closed its doors to Massachusetts, and no other storage facility is available. The Committee remains concerned about persistent findings of radioactive tritium above expected levels in samples from the onsite monitoring wells. Tritium is a radioactive form of hydrogen that can cross the placenta, posing some risk of birth defects and early pregnancy failures. Ingestion of tritiated water also increases cancer risk. We are working with state and federal regulators to require a meaningful onsite monitoring system to detect radioactive liquids from going unmonitored offsite into the Bay. Currently, Pilgrim has 12 monitoring wells, 6 along the waterfront to cover a mile of shoreline; whereas Seabrook Station (NH) has 22 onsite monitors, and Indian Point (NY) over 40. Pilgrim's monitors were placed without recent subsurface studies of groundwater flow.

Respectfully submitted,  
Mary Lampert, Co-Chair; Rebecca Chin, Co-Chair;  
Millie Morrison  
Henry Chang  
Daniel Ryan  
Barbara Pye

## POLICE DEPARTMENT

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I would like to take this opportunity to express my sincerest gratitude to the entire community for the



gracious manner in which I have been received as your new police chief. I have been welcomed warmly and for that I am truly appreciative. I'd like to express my thanks to Interim Chief Steve Doherty who played a major role providing the department and me with a smooth transition of command. Chief Doherty served Duxbury with distinction during a turbulent period for the department and the community. I also wish to thank our Town Manager, Mr. Richard MacDonald, and our Board of Selectmen for providing me the opportunity to serve this fantastic community.

***Chief of Police, Matthew M. Clancy, being sworn in by Town Clerk, Nancy Oates, with Town Manager, Richard MacDonald, looking on***

I would be remiss if I were to fail to acknowledge the citizen volunteers who comprised the Police Chief Search Committee. While their personal interests and backgrounds may have been diverse, their dedication to the Town of Duxbury and the Duxbury Police Department were clearly evident and quite remarkable.

Taking command of your police department in May of 2010, I have concentrated in these first few months with community outreach and organizational fact finding. By late Summer and early Fall I plan to move forward in a thoughtful and deliberate fashion with a series of operational changes with a goal of improved efficiency and responsiveness. I have been very impressed with the caliber of officers who serve you and are equally impressed with their dedication to community and willingness to embrace change. As an accredited police agency, the only police department on the South Shore presently with that prestigious status, your police department is presently at the forefront of professional standards and practices. The modifications I seek will be in concert with the standards set forth through the accreditation process and, at the same time, will better compliment my professional policing philosophies. Rest assured that these philosophies embrace community policing and community service at their core.

The Department continues to engage with the community through a number of very valuable programs. Well established outreach programs, many of which developed under the command of Chief Mark Deluca, afford your officers to ability to serve the needs of the community in educational and support roles, as opposed to merely providing law enforcement services. Through these programs officers are able to maximize our commitment to a partnership with the community. I plan to maintain such programs and to expand them when possible.

Operationally your police department must contemplate the worst of scenarios, plan and train our staff to be ready to address such events, and hope that these skills are never put to the test. In the post 9/11 world, public safety organizations are expected to collaborate through resource sharing and regional planning to provide an effective response to the new threats associated with terrorism. The skills and collaborations developed from these preparations translate locally into improved response tactics to the



inevitable threats from natural disasters, such as hurricanes, ice storms or other weather related emergencies. The Duxbury Police remain active in these regional homeland security initiatives, being active partners in several resources sharing collaboratives.

A major hurdle for the police department remains the inadequacy of the police facility. Constructed in the late 1960's for a department comprising of about a dozen officers, the building is literally falling down around us. Today your police force totals over 50 sworn officers, which includes 31 full-time police officers, several civilian employees, public safety dispatchers, as well as special police officers. Constructed with typical residential project materials, the current facility has simply worn-out its usefulness and effectiveness. The limitations of the current facility present a series of barriers that negatively affect operational effectiveness.



*Representatives of our Police Department in the July 4 Parade*

My greatest concern for the facility relates to a series of significant security and safety shortcomings, which would require substantial funding to address in the current building. The Town formed its first Police Station Building Committee in 1999. In the twelve years that have passed, the building continues to deteriorate while the cost of construction has skyrocketed during most of that period. It is my immediate goal to work tirelessly with the building committee, town management and the community to move this project to completion in the near future. Presently we enjoy a unique and favorable climate in the building industry where constructions costs are down notably, as influenced by the recessionary economy. It is my hope that the community will recognize the absolute need and agree with us that the time is now to address the police station issue, taking full advantage of this favorable market.

Acknowledging that difficult times are in our recent past, my focus, and that of the entire department, will be on the future. There are many challenges ahead that we intend to meet with the active participation of our community stakeholders. Resident input will be sought in a number of manners to ensure that our policing and service priorities remain in concert with the needs and concerns of the community. I encourage residents to feel free to contact me with any thoughts, criticisms, or input one may have relative to any of our services and programs we provide. The process of obtaining community feedback will become a major component in policy and program development, as well as patrol deployment strategies.

Respectfully submitted,

Matthew M. Clancy  
Chief of Police



## PUBLIC SAFETY BUILDING COMMITTEE

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The Public Safety Building Committee has been working since 2007 to upgrade the Central Fire Station on Tremont Street and to replace the Police Station. The Police Station, built in the late 1960s, is in very poor condition, has numerous safety and code violations, is energy inefficient, and does not meet the operating requirements of today's Police Department. The Fire Station crew quarters and administrative spaces, like the Police Station, are wholly inadequate to meet the fire fighting and EMT requirements of today's Fire Department and need to be replaced. After an article to fund design and construction of the fire station and an article to design a new police station passed at the 2009 Annual Town Meeting (ATM) but failed at the subsequent debt-exclusion override election, the committee spent most of the year investigating ways to lower the costs of the projects.

After a number of meetings, the committee prepared an article for the 2010 ATM for \$292,000 to prepare design and bid documents for expansion and renovation of the Fire Station. The project includes demolishing the existing one-story (plus basement) crew quarters on the north side of the apparatus bay and replacing it with a new two-story addition with public administrative offices and operational space on the first floor and the crew quarters on the second floor. The program requirements and square footage of the addition were reduced from the plans presented at the 2009 ATM, thus reducing the estimated total project cost from approximately \$5.2 million to \$4.5 million. The article was proposed as a debt-exclusion override and it passed overwhelmingly at ATM and at the subsequent override election two weeks later.

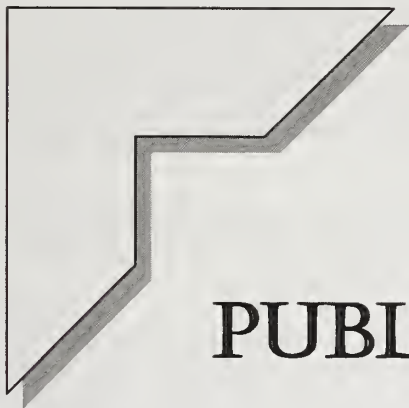
A capital request for \$30,000 was also submitted to the ATM for additional site investigation and conceptual design studies for a new Police Station. This request was included in the capital budget under Article 6. As of the 2009 ATM, the preferred site for a new Police Station was on the west side of the existing Transfer Station property with access from Mayflower Street. However, additional sites will be investigated as part of the additional site investigations.

After ATM and the elections, the Committee worked on preparing a Request for Proposal to select an architect/engineer team to design the fire station improvements and to perform site analysis and conceptual designs for the Police Station. On June 14, 2010, 13 architect/ engineering teams submitted proposals in response to the RFP. After short-listing and interviewing four firms, the committee voted on June 30, 2010 to recommend to the Town Manager that we negotiate and enter into a contract with the Carell Group, Inc.

The committee's goal is to prepare bid documents for the Fire Station project by December, 2010 so that we can have actual bid results in time to submit an article for construction funding for the 2011 ATM. We also intend to select a site and have a preferred conceptual design for the Police Station so that we can prepare an article for design funds for the 2011 ATM.

The committee recognizes that these projects are very expensive projects, especially in these tight fiscal times, but we also recognize that the conditions in these key public safety facilities are very poor, that there are numerous safety and code violations, and that they don't meet the operating needs of our Police and Fire Departments. We look forward to working with the Carell Group to develop the most cost effective solutions to address these issues and to provide the best public safety service to the citizens of Duxbury.

**Public Safety Building Committee**  
Andre Martecchini, Chair



# PUBLIC WORKS

ADMINISTRATION

ANIMAL CONTROL

CEMETERY

CREMATORY BUILDING COMMITTEE

HIGHWAY

LANDS & NATURAL RESOURCES

TRANSFER STATION

WATER & SEWER DIVISION

WATER ADVISORY BOARD

## DPW ADMINISTRATION

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As in other years, 2010 was a year of many changes in the Department of Public Works. Many projects were started and many were finished.

The Water Department saw the completion of the Birch Street Water Tank. This project has greatly improved water pressure and fire-fighting abilities in the northwest side of Duxbury. It also allows the Water Department two water pressure zones as compared to one.

The Highway Department had a fairly busy winter season. During the summer months they were just as busy doing paving work, funded through the State's Chapter 90 Program, and drainage projects town wide. The department has also been very busy with bridge, seawall and dam repairs.

The Cemetery Department continues to expand and clear areas of the Mayflower Cemetery to meet the future burial needs of the community. The last Annual Town Meeting approved moving forward with building a new state-of-the-art crematory to be constructed at the rear of the cemetery. Duxbury has one of the busiest crematories in the country, and the old facility cannot keep up with the increase in the number of cremations.

The Department of Lands and Natural Resources welcomed the new Manager of Buildings & Grounds, Doug Dondero. The Department has been doing an outstanding job of maintaining our trees, parks, buildings and athletic facilities.

The Department of Public Works has been working closely with the Department of Inspectional Services overseeing construction at the Tarkiln Community Center.

Our Animal Control Officer, his assistants and volunteers have been doing a wonderful job caring for and finding homes for lost and abandoned animals. The new facility, built a few years ago, makes these efforts possible. I would like to thank the Friends of the Animal Shelter who volunteer many long hours for this cause.

Last, but certainly not least, I would like to thank the dedicated men and women of the Department of Public Works for all of their hard work during the past year.

Respectfully submitted,  
Peter Buttkus  
Director of Public Works

## ANIMAL CONTROL

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The Duxbury Animal Control Department and the Shelter received over 4,500 phone calls from Duxbury residents, as well as from residents from other towns and other animal control officers for advice and assistance with animal issues. Some of these issues included: animal bites, quarantines, cats in trees, rescuing injured seals on the beach, barking dog complaints, rescuing exotic animals, barn inspections, wildlife, stray dogs and cats, preparing animals for rabies testing, and then transporting those tests to the State laboratory in Boston for examination and analysis.

The Animal Control Officer has responded to over 2,000 calls for injured and stray animals. These calls are answered at all times of the day and night, including weekends. The Duxbury Animal Control Officer is the Plymouth County Representative for the Animal Control Officers Association of Massachusetts and works closely with the Massachusetts Society for the Prevention of Cruelty to Animals (MSPCA) and the Animal Rescue League of Boston, as well as with other rescue groups throughout Massachusetts.

The Duxbury Animal Shelter housed over 400 animals in the past year, giving personal care to people's lost pets. Most of these pets were reunited with their families. Those remaining were adopted into loving



homes. The Town of Duxbury Animal Shelter and Animal Control Department provide a great service to the people and animals of Duxbury and will continue to provide these services in the future.

We also must acknowledge the dedication of the volunteers and "Friends of the Duxbury Animal Shelter" who give their valuable time and resources to the shelter. It is because of our volunteers that we have a great shelter that has a wonderful reputation throughout the State. I could never thank them enough.

Respectfully submitted,  
Eddy Ramos  
Animal Control Officer

## CEMETERY

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This past March at Town Meeting and a few weeks later at the ballot, the building of a new crematory / cemetery office was voted in. Since then the Crematory Building Committee has been hard at work finding an architect that could design a building that would be functional, have a good 50-year life span, be somewhat "green" and would have a calming and peaceful experience for families who choose to view cremations.

We are happy to say that the Crematory Building Committee has chosen *designLabs*, a Boston based architectural firm. The Committee is looking forward to working with *designLabs*, who bring a fresh perspective to the building and design of a crematory building. They base a good source of their knowledge on the European design concept in its clean lines and natural light. Their "something different" concept is embedding the building within a hill, with walls of poured concrete and a roof with natural plantings, all very green; the building itself will blend into the topography of the woods.

Funeral directors using the crematory will enter from Mayflower Street, and those using the cemetery will still be able to access from the cemetery grounds, giving privacy to families and the facility. The Crematory Building Committee has been working hard at choosing the best cremation equipment that will offer efficiency for this state-of-the-art facility. The Committee's intent is to open the new facility by Spring 2012.

On another note, the new section is complete; all lots are marked and ready for purchase. We have also seen the expansion between the cemetery grounds and the Council on Aging grounds. Trees were cleared to make room for new lots and graves. The Project, headed by DPW Director, Peter Butkus, will begin after the completion of the new crematory.

We also were able to utilize the Mayflower Care and Improvement Fund to add drainage tanks where they are needed. We will also be utilizing the same Fund to pave an area of road.

Crematory business has remained steady despite the fact that Plymouth has opened their facility and has been operational for a year now. A reminder that our rules and regulations are on the Town of Duxbury website. You can also stop by the cemetery office to receive a copy.

This is the perfect opportunity for me to thank the many people who are dedicated to preserving the beauty of the town cemeteries.

To the Board of Cemetery Trustees who volunteer their time and hard work for the betterment of the Cemetery Department;  
To the Crematory Building Committee for volunteering their time in ensuring a crematory facility that is worthy of the Town;  
To the staff of three grounds - the men who make the grounds look like I have a staff of twenty;  
To the technicians who work in the crematory;  
To our administrative assistant who pulls it all together;  
To our other DPW Departments - Water, Highway and Trees.

*"Lives are commemorated, deaths are recorded. Families are reunited, memories are made tangible, and love is undisguised. This is a cemetery."*

Respectfully submitted,  
Patricia J. Pappas  
Superintendent of Cemeteries and Crematory

## CREMATORY BUILDING COMMITTEE

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To compliment the public services of Mayflower Cemetery, Duxbury built a small crematory at the Cemetery approximately 30 years ago. Notwithstanding its modest beginning, the crematory has steadily grown in activity over the years, and last year it was the busiest crematory in New England. However, the current crematory is ill-designed and inefficient, and the facility and its equipment have reached the end of their useful lives.

At the 2009 Town Meeting, voters approved an appropriation (in part funded from an unused appropriation of the 2004 Town Meeting) for design of a new crematory facility. In July 2009, the Selectmen established the Crematory Building Committee, consisting of two Cemetery Trustees (Emmett Sheehan and Robert Hayes), another resident (Joe Shea), the Superintendent of Cemeteries/Crematory (Patricia Pappas), the Director of Public Works (Peter Buttkus), and the Director of Inspectional Services (Scott Lambiase). The Committee began work in August 2009 and in September 2009 requested proposals from interested experts to conduct a feasibility study for the new facility. A group, consisting of a civil engineering and planning company, an architect, and a crematory equipment/permitting consultant, was hired. That group, working with the Committee, completed a study (including data collection, case load estimates, competition analysis, proposed site analysis, conceptual site/building plans, and cost and cost benefit analyses) in December 2009. In connection with the feasibility study, the Committee sought advice on the project from several other Town committees and from interested residents. In January 2010 the Committee presented to the Selectmen the Final Feasibility Report, together with the Committee's unanimous recommendation to proceed with the project. The Selectmen concurred, and approved the project. In March 2010, the Committee proposed to Town Meeting an appropriation of \$2.6 million for related architectural, engineering, and design services and to construct and furnish a new facility for the crematory and cemetery offices, to be located at the back of the cemetery property abutting Mayflower Street. The proposed site is across the street and west of the current exit from the Transfer Station, and the facility will utilize the topography and existing trees on the site to maximum advantage. Town Meeting approved the project, and since the proposal was structured as a debt-exclusion item, the proposal went to the Town's voters as a ballot question. Voters approved the funding proposal in March 2010.

Following approval by the Town, the Committee requested proposals for architectural, engineering, and design services, and in May 2010 hired a project team for the project, consisting of a noted architect - DesignLAB Architects, Inc. - teaming with a renowned landscape architect, project engineers, civil engineers, and a crematory permitting consultant. The aim of the Committee, and the passion of the project team as a whole, is to create a state-of-the-art facility that is not only practical and efficient, but sustainable, respectful of the Cemetery and of Duxbury, thoughtfully integrated into the landscape, and inspirational as a healing and contemplated place. The Committee and project team are hard at work with this mission in mind. The schedule calls for design development and preparation of construction document in the fall of 2010, with construction to begin by early 2011, and for completion and first operation of the new facility by early 2012.

Respectfully submitted,  
Robert Hayes, Chairman



## HIGHWAY

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Our winter operations started on December 14, 2009. We had 8 plowing operations, 31 sanding operations, and contractors were called in once to help with snow removal. The total snowfall for the season was 42". We used 4,144 tons of salt and an equal amount of sand. Winter operations ended on March 5, 2010.

The Department moved right into the Spring cleanup and began sweeping streets and sidewalks, cleaning and repairing basins and leaching systems. Stop-bars and parking lines were repainted at all town parking lots, and street signs were repaired.

The Department worked on many projects this year. We spent a lot of time at the Percy Walker Pool digging electric chambers, resurfacing, and loaming the entire site. At the Mayflower Cemetery, we installed five (5) new drainage chambers. At the newly renovated War Memorial, we grubbed out the site and constructed the foundation for the monument. We repaired damage to the seawall at Ocean Roads, North and South. The Department did a lot of drilling, pinning and resurfacing of the seawall and repaired the concrete steps that lead to the beach. We installed drainage at the Tarkiln Community Center and loamed the area where the building's septic system was installed. We re-established a bird sanctuary behind the Middle School and did repairs due to some drainage issues there. Roadway maintenance is one of the biggest jobs the DPW does each year, and this past year was no exception. We were able to grind down and resurface the pavement at Hall's Corner without receiving any complaints from the local businesses. We put down 4,358 tons of bituminous concrete and spread 4,108 gallons of crack-sealing material on our roadways. Once again the Vehicle Maintenance Department did an outstanding job.

The entire DPW crew deserves a lot of credit and thanks for their dedication and hard work. We are fortunate to have such a dedicated, well trained and courteous crew.

Respectfully submitted,  
Ed Vickers  
DPW Operations Manager

## LANDS AND NATURAL RESOURCES

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It is with great pleasure and enthusiasm that I submit my first Town Report as Manager of Buildings & Grounds for the Town of Duxbury. The Buildings and Grounds Department is responsible for the maintenance of public lands, athletic fields, public open spaces, trees that are on town property, town-owned buildings and the handicap access ramp at Duxbury Beach. We handle trash removal from all of these lands and facilities. We are also responsible for the maintenance and operation of the Central Fuel Depot which services all town departments. We work directly with the Recreation, School, Highway and Conservation Departments.

This year the Town celebrated its 19<sup>th</sup> year of receiving the Tree City USA Award. Also this year, our DPW Director, Peter Buttkus, was selected Tree Warden of the Year by his peers in the Massachusetts Tree Wardens and Foresters Association. A dedication ceremony was held at the Town Green with the planting of an American Beech tree and placement of a plaque in recognition of this honor. The Department and the Town are thankful to Peter for his hard work, dedication and vision. In April the annual Arbor Day Celebration was held at the Chandler School. N-Star continued tree pruning and removal of trees that are impacting or may impact electrical service. The state updates us weekly on the status of Asian Long Horn Beetle infestation in other parts of the State. The Tarkiln Renovation Project moved along well this year. We are grateful to all of the volunteers and committee members for their input, energy and hard work associated to this project and are eager to get the building on line soon.

Personally I want to thank Richard MacDonald and Peter Buttkus for giving me the opportunity to grow with this department. I also must thank the professional crew I was handed. I wish to thank my foreman,



Jim Savonen, for his valuable information and sense of humor and the DPW office staff their help and cooperation.

If you have any questions, suggestions or problems that the Department of Lands & Natural Resources may be able to help with please give us a call at 781-934-1100, Ext. 133.

Respectfully submitted,  
Doug Dondero

## TRANSFER STATION

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The Transfer Station personnel continue to work hard to increase our recycling efforts. The Town is being paid for all of the paper and cardboard that is recycled. For a while prices dropped, but now they are rising again. These revenues, combined with the savings realized by doing our own hauling, provide a significant financial benefit to the Town.

We are still recycling batteries, televisions, steel appliances, cellular phones, computer monitors, tires, mercury, motor oil, textiles and clothing. The residents of Duxbury are to be commended for their excellent recycling efforts for another year. Thank you!

I would like to extend my thanks to the staff of the Transfer Station, Highway, and Vehicle Maintenance Divisions of the Department of Public Works for their hard work and dedication to the job.

Respectfully submitted,  
Ed Vickers  
DPW Operations Manager

## WATER & SEWER DIVISION

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***Birch Street Water Tank Demolition***

I would like to take this opportunity to thank my entire staff for their unwavering devotion and commitment to providing the best services possible to the residents of Duxbury. Without these highly capable and talented individuals none of the following would be possible.

In addition to assisting with the daily operations of the department, the administrative staff was kept busy with the billing of approximately 5,500 residents bi-annually and scheduling over 1,100 appointments for field technicians. A total of 491 million gallons of water was pumped,

treated, and then distributed to consumers. The Board of Selectmen voted in favor of a rate increase effective March 1, 2010, after a water rate study conducted in October 2009 suggested going from a 3-tier rate structure to a 4-tier structure, encouraging residents to be more diligent in their conservation efforts.

Four leaks, discharging over 46,000 gallons of water per day, were discovered during a water leak detection survey conducted on the entire 125 mile distribution system. All of the leaks were repaired within four days of their discovery. The Distribution Crew was kept busy with nine major water main breaks and six service line leaks, in addition to replacing two fire hydrants, 266 meters, and installing radio-read boxes to insure continued accurate meter reading. Six of the 14 new service lines, along with 740' of 8" water main that was replaced on Bristol Drive, were laid by our Distribution Crew. I would like to thank the Highway Department for the use of their front-end loader on this project, which was used to expedite backfilling the trench. By utilizing Water Department staff and in-house equipment, we were able to see significant savings for the Town. G.I.S. mapping of the assets, i.e., hydrants and valves continued. There were 227 tests performed on the various backflow prevention devices installed throughout the town, as well as 16 cross connection surveys conducted at different commercial and institutional locations.

On August 18, 2009, divers were contracted to conduct an interior inspection of the Captain's Hill two million gallon water storage tank. In addition to gathering information on the overall condition and integrity of the structure, they were able to also remove the accumulated sediment found on the floor surface. The DEP granted approval to use the new elevated Birch Street tank on 12/1/09; however, due to a delay in modifications to the wells responsible for filling the tank, the tank did not go online until 2/16/09. Once online, the water distribution system was essentially split into two pressure zones. Demolition of the old Birch Street standpipe, erected in 1947, began on December 10, 2009. The DEP granted Duxbury approval to use the newly constructed Damon Wells on 8/14/2009. This new source physically started pumping into the distribution system on 8/19/2009.

Evergreen # 1, Evergreen # 2, Mayflower #1, Mayflower #2, and Lakeshore Drive Pump Stations were modified with new pumps, motors, and variable frequency drives to allow them to pump to the higher head pressure created by the new tank. Transient voltage surge suppressor units were also installed at these locations to protect the variable frequency drives. The Emergency Response Plan was updated from the 2004 version.

The newly appointed Supervising Treatment Foreman, Bob Sullivan, kept his crew busy with working on many upgrades. All ten fluoride saturators were cleaned, rebuilt and returned to service. Extensive renovations occurred at the Millbrook II pumping station, including painting and the replacement of a majority of chemical feed piping. A new flow transmitter was installed to replace an unserviceable unit installed in an inappropriate location. New slop sinks were installed to provide a more sanitary location to collect water samples at both Millbrook II and the Tremont I well house. The entire filter gallery and associated piping at the Evergreen Water Treatment plant received a fresh coat of paint. A new 100' sample service line was installed, and the two pump houses received modifications to their individual sample lines to provide more sanitary conditions in the collection of source water samples.

On the sewer side of things, the share septic systems at Wadsworth Field, Harrison Street and Cedar Street were examined by a Title 5 inspector and found to be in good working order. The Snug Harbor lift stations check valves were removed, cleaned and replaced, along with one of the high lift pump impellers that was found to be worn requiring replacement. Five grinder pumps were replaced at various houses that are connected to the shared septic systems. A dedicated outdoor electrical outlet was installed at the Wastewater Treatment Plant to provide power to the block heater and battery charger for the large tow-behind-generator, so that it would be ready for immediate use when needed.

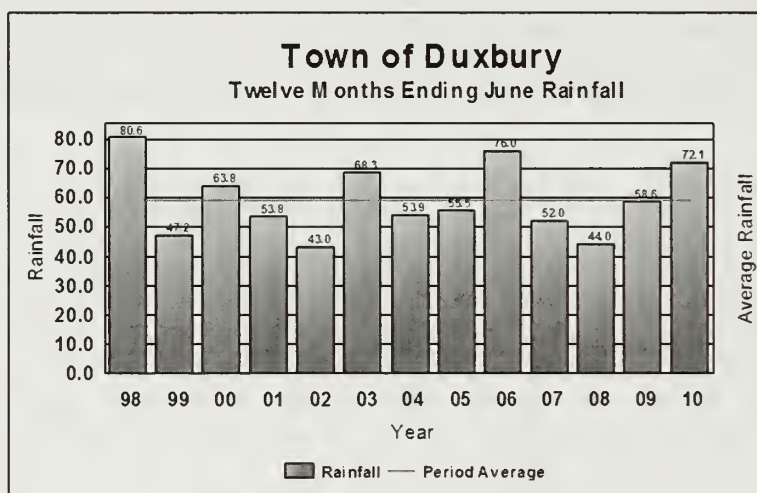
I would also like to thank the DPW Director, Town Manager, Board of Selectmen, and the Water and Sewer Advisory Board for their assistance and patience throughout the year.

Respectfully Submitted,  
Peter Mackin, Water & Sewer Superintendent

## WATER & SEWER ADVISORY BOARD

For the fiscal year ending June 30, 2010, our new superintendent, Peter Mackin continued to monitor the new pressure zone which includes a new standpipe, upgraded pump motors needed for the additional pressure and altitude valves to allow for the movement of water from the higher pressure zone to the lower pressure zone, noting that the movement of water from the high pressure zone to the low pressure zone was inadequate during peak demand periods. He expects to adjust the design with the engineers over the next year in order to get better performance. Rainfall for most of the year was higher than average with that changing towards the end of the fiscal year as summer loomed. Despite a very damp March, April thru June were unusually dry causing demand for water to increase significantly over the prior year. That combined with an approved water rate increase of greater than 15% will result in significantly higher revenues in the fall 2010 billing. Voluntary restrictions were approved in early July by the Board of Selectmen and demand for water was building towards the end of the fiscal year suggesting a near record peak day, and a near record withdrawal.

The chart below shows the rainfall for twelve months ending June 30<sup>th</sup> since the 1998 fiscal year. The current fiscal year is well above the average for that period coming in at third place. This amount of rainfall is unusual for Duxbury with the norm being closer to 58 inches for any twelve month period. This also meant that ponds and the aquifer had more than adequate rainfall for the hot and dry summer months, and water withdrawals for the water utility would not have a noticeable effect on the aquifer.



During the past year, the Board studied billed water levels in order to see if consumption was higher because of the higher pressure zone. This may be the unintended consequence of higher pressures for part of the Town, but the water billing data for the most recent fiscal year shows a 67 gallons per day per person billed residential water usage rate well below the 84 gallons per day per person recent history. The low temperature levels and high rainfall during the summer of 2009 seems to be the cause of that data. Although winter billed usage was lower than normal, the period of usage was less than six months. The new rates were not placed into effect until well into the period of usage, and not seen until after the period was completed, suggesting that this was not a response to the rate change. Pumping data during the summer of 2010 suggests record demands for water which will show up in the fall bills.

The Board also has begun studying the possibility of installing new and "smarter" water meters in the utility which will permit a more effective rate payer leak detection service. This will eliminate the rare high water bill caused by a consumer's leaky water fixture in that they can be seen by this "smart" meter and reported back to the water user by office staff.



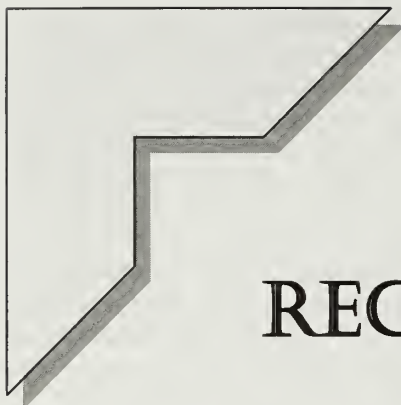
The Board is currently working with residents of Pine Street in order to examine the feasibility of installing a new water main on that street. This installation will also eliminate three dead end water mains improving flows in the area. And this Board is encouraging the study of a new source of water supply in the Town, in order to determine whether to purchase the land and easements necessary.

During the fiscal year, the Water and Sewer Advisory Board at the request of the Town Manager studied the concept of the privatization of the operation and maintenance of the utility, and maybe even the sewer operation. Although the sewer operation has been operated, in part, under contract, and the water operation has utilized private companies to perform specific tasks such as leak detection, billing, water main installation, standpipe maintenance among other tasks from time to time, it has never operated under a contract from another vendor. Our review is complete and our recommendations will be forwarded to the Town Manager soon.

The sewer operation studied the sewer mains in the Duxbury Beach area in order to determine whether infiltration was taking place during high tides. Although there seemed to be a correlation between high tides and greater sewer flows, all the piping connections seemed to be tight with no obvious infiltration of elevated water tables during high tides. A possible source of these elevated flows could be basement sump pumps emptying into the sewer lines, but further reviews need to be performed.

Respectfully Submitted,

George D. Wadsworth, Chairman  
Freeman Boynton, Jr., Clerk  
Paul Keohan



# RECREATION

PERCY WALKER POOL  
LONG-RANGE PLANNING COMMITTEE

## RECREATION DEPARTMENT

- PERCY WALKER POOL
- PERCY WALKER POOL COMMITTEE
- NORTH HILL COUNTRY CLUB

## PERCY WALKER POOL LONG-RANGE PLANNING COMMITTEE

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Our fiscal year started with an actual closure of the Percy Walker Pool as we prepared for the renovation process to begin. Town Meeting had graciously approved the \$ 2.2 million needed to complete the rehabilitation of this facility which had been the goal of this committee for many years. By the end of the summer construction trailers had been set up on the site and the demolition process began in September. As the fall progressed so did the construction efforts. The majority of what had been the locker room, office, and mechanical room areas had been demolished and work began on the redesign of that space. New plumbing, electric, mechanical, air circulation and fire protection systems as well as a new roof were installed throughout the construction process. Pool systems such as water circulation, chlorine tank and balance tank were also replaced with state of the art systems. By early spring the new HVAC system was placed on the roof and the air quality in the building had never been better.

Some other very exciting improvements included the addition of a bank of new windows along the south side of the building which were installed in the late spring. The added light and open feeling has rejuvenated the atmosphere of the natatorium. The addition of new steps leading into the pool has helped swimmers of all ages, and the redesign of the locker rooms has been well received. The new reception and office area has provided the staff the space and security they had requested to improve workflow. New technology has allowed for online registration, a request by many residents, and has also been introduced to other town departments as a possible solution for other online registration systems. Lastly, the new multipurpose room has been hit for birthday parties and concession stands during swim meets.



June 1<sup>st</sup> 2010 opened the doors to the "newly renovated" Percy Walker Pool. The updates have been very well received by all the users and renters and the facility looks forward to many more productive years of service to the town.

Respectfully submitted,

Kathleen Coghlan, Chair

## RECREATION DEPARTMENT

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For the seventh consecutive fiscal year the Recreation Department has struggled with dwindling resources allotted through the budget process. We are hopeful that the future will bring a brighter fiscal situation that will allow us to maintain and expand our level of excellence. The Department in order to assist the Town through this difficult economic time made some major changes to how budgets and expenditures will be driven within the Department. For example: the newly opened Percy Walker Pool will be managed by an Enterprise Fund, thereby relieving the taxpayer of any fiscal burden for the operating of this important Recreational facility.



### **Percy Walker Pool**

A great majority of the Department's resources were committed to the Renovation Project at Percy Walker Pool. The pool received a 2.2 million dollar facelift this past fiscal year and finally re-opened to the public on June 1, 2010.

Some of the highlights of this renovation include more natural light with the installation of windows facing the playing fields. Totally new HVAC systems including air conditioning and dehumidifying within all areas of the building were installed. A new roof was installed and all windows and doors were replaced in the interior and exterior of the facility.



Both the men's and women's locker rooms were completely refurbished, including new tiled floors, sinks, toilets, changing areas, shower stalls, etc. In addition, in these areas we added low flow faucets, toilets and sinks, as well as suit spinners and energy efficient hand dryers.

Another new and exciting improvement to the facility is the addition of a family locker room. This locker room will allow families with young children to use the bathroom, shower and change without having to interact with the general public in the main locker room areas.

The Pool also received a new filtration system, and many upgrades to the pool operation itself were included. The project also installed a brand new set of stairs into the pool area itself which can now be used by patrons of all ages.

Finally, the Pool received many coats of fresh paint and new energy efficient lights, all of which make our facility a cleaner, happier place to enjoy swimming. We hope that these long awaited improvements will have residents enjoying our municipal swimming pool for decades to come.

### **Recreation**

The Recreation Department offered 40 year-round programs to Duxbury residents in fiscal year 2010. The Recreation Revolving Fund generated revenues of \$357,000 and had expenditures of \$335,000. The Recreation Revolving Fund employed 105 part time employees and was also assisted by over 200 community volunteers. In fiscal year 2010 over 3,300 residents registered for our 40 programs.

The playing fields in the Town of Duxbury continue to be an extremely popular destination for people in Town. This past year over 6,000 residents used our playing fields.

Of an exciting note for our Department is the implementation of online registrations for both Recreation and Pool programs. This new way to conduct business represented a major investment in both time and money for our Department. We are confident that even though this new change will experience growing pains, at the same time will result in a tremendous benefit for all customers of the Duxbury Recreation Department.

### **North Hill**

This past year North Hill Country Club had approximately 28,000 rounds of play. The property continues to be a popular facility for golf, cross country skiing, running, sledding, and other leisure activities.

The operation of the Town owned North Hill Country Club continues to be performed by Johnson Turf & Golf Management. This management is currently mandated by the Massachusetts Court System, as the Town and the Management Company work through a lengthy litigation process.

In conclusion, I would like to thank my staff at the Recreation Department and the Percy Walker Pool for all their help and support during this past year. The Recreation Activities Committee, Percy Walker Pool Long Range Planning Committee and the North Hill Advisory Committee are to be commended for their hard work and dedication to the Town.

Respectfully Submitted

Gordon H. Cushing  
Recreation Director

# State and Local Information

## GEOGRAPHIC DESCRIPTION AND STATISTICS FOR DUXBURY

Location: Eastern Massachusetts, bordered by Pembroke on the west, Marshfield on the north, Kingston on the south, and the Atlantic Ocean on the east and southeast. Duxbury is 33 miles south of Boston and 246 miles from New York City.

**Total Area:** 37.63 sq. miles

**Land Area:** 23.76 sq. miles

**Population:** 15,721  
(Town Clerk, 01/01/2010)

**Climate:** (National Climatic Data Center, Plymouth Station)

Normal temperature in January: 26.5°F

Normal temperature in July: 71.0°F

Normal annual precipitation: 48.8"

## TOWN

## GOVERNMENT



### Municipal Offices

**878 Tremont St., Duxbury, MA 02332**

**Monday: 8:00 AM - 7:00 PM,**

**Tuesday through Thursday: 8:00 AM - 4:00 PM**

**Friday: 8am - 12:30 PM**

### Form of Government:

3-Member Elected Board of Selectmen

Town Manager

Open Town Meeting(s)

**Year Incorporated as a town: 1637**

### Registered Voters

(Town Clerk, 01/01/2010)

Total	Number
Registered	10,898
Democrats	2,191
Republicans	2,476
Other parties	45
Un-enrolled voters	6,186



## U.S. LEGISLATORS

**US Senator** John F. Kerry  
218 Russell Senate Office Building  
Washington DC 20510  
(202) 224-2742

**US Senator** Scott P. Brown  
317 Russell Senate Office Building  
Washington DC 20510  
(202) 224-4543

**US Congressman** Bill Keating  
Rayburn House Office Building  
Washington, DC 20505

To contact U.S. Legislators via e-mail, please visit: [www.usa.gov](http://www.usa.gov)



## STATE AND COUNTY REPRESENTATION

**State Senator** Robert L. Hedlund  
State House  
Boston, MA 02133  
617-722-1646  
[Robert.Hedlund@state.ma.us](mailto:Robert.Hedlund@state.ma.us)

### State Representatives

**Precincts 2-5** Daniel K. Webster  
State House  
Boston, MA 02133  
617-722-2487  
[Rep.DanielWebster@hou.state.ma.us](mailto:Rep.DanielWebster@hou.state.ma.us)

**Precincts 1 and 6** Thomas J. Calter  
State House  
Boston, MA 02133  
617-722-2305  
[Rep.ThomasCalter@hou.state.ma.us](mailto:Rep.ThomasCalter@hou.state.ma.us)



**IMPORTANT TELEPHONE NUMBERS**  
**DUXBURY TOWN HALL: 781-934-1100**  
DEPARTMENT EXTENSIONS

Accounting & Finance	132
Assessors	115
Board of Health	140
Building Department	125
Conservation	134
DPW	142
Employee/Retiree Health Insurance & Benefits	163
Highway	131
Information Systems	156
Lands & Natural Resources	133
<b>STICKERS</b> (Transfer Station & Beach)	147
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Planning	148
Selectmen	149
Town Clerk	150
Town Manager	141
Treasurer/Collector	147
Water Dept.	129
Zoning Board of Appeals	122

<b>Other Important Numbers (Outside Town Hall):</b>	
<b>For Police &amp; Fire Emergencies</b>	<b>911</b>
Fire (non-emergency)	781-934-5693
Police (non-emergency)	781-934-5656
Animal Control	781-934-6424
Cemetery	781-934-5261
Council on Aging (Senior Center)	781-934-5774
Council on Aging Bus	781-934-6800
Duxbury Free Library	781-934-2721
Harbormaster	781-934-2866
Housing Authority	781-934-6618
Percy Walker Pool	781-934-2464
Plymouth County Mosquito Control	781-585-5450
Recreation	781-934-7034
Schools Administration:	781-934-7600
Veteran's Services:	781-934-5774

**Town Website:** [www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)  
**Town Address:** 878 Tremont St., Duxbury MA 02332  
**Town Hall Hours:** Monday: 8 AM - 7 PM    Tues.- Thurs.: 8 AM - 4 PM  
Friday 8AM – 12:30 PM





The background of the cover is a photograph of a beach. In the foreground, there is a large, light-colored, irregularly shaped seashell on the left and a smaller, dark-colored, oval-shaped seashell on the right. A piece of bright green seaweed lies in the center. The ground is covered in sand and small pebbles. In the upper left corner, there is a white rectangular box.

Town of Duxbury, Massachusetts

# Annual Town Report

for the period covering  
July 1, 2010 through June 30, 2011



Town of Duxbury Website: [www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)

### Town Hall At-a-Glance

Please refer to the list below for a brief list of some of the services available through various Town Hall departments. For more information, please stop by or call the appropriate office and we will be happy to assist you!

781-934-1100



**Telephone  
Extension**

**Department**

- x149      **Selectmen/Town Manager:** Address specific concerns to the Selectmen or the Town Manager; pay Parking Citations to the Parking Clerk; obtain Talent Bank Applications; obtain Employment Applications; Liquor License Information.
- x150      **Town Clerk:** Obtain Birth, Death, Marriage certificates; Marriage licenses, dog licenses, business certificates, voter registration and election information.
- “0”      **Receptionist:** Resident (non-commercial) clamming permits; beach horseback riding permits; mooring applications, waiting lists and payments, conservation maps and general information.
- x134      **Conservation:** Questions regarding ecology/conservation, whether or not in conjunction with building construction.
- x143      **Human Resources Officer**
- x163      **Employee Health Benefits**
- x148      **Planning Board:** Questions regarding development of property.
- x125      **Inspectional Services:** Obtain building, zoning, plumbing, gas, wiring, home occupation, business occupation, sign, certificate of occupancy permits, and zoning and building code enforcement.
- x140      **Board of Health:** Obtain Title V septic information; file plans and obtain permits for septic systems; obtain well permits; obtain permits for the keeping of farm animals; report health issues and obtain information on a variety of health-related subjects.
- x142      **Department of Public Works:** You may refer general questions to the DPW office, or specific issues can be addressed to the appropriate department:
- |                                    |              |
|------------------------------------|--------------|
| <u>Animal Control</u>              | 781-934-6424 |
| <u>Cemetery</u>                    | 781-934-5261 |
| <u>Highway</u>                     | x 131        |
| <u>Lands and Natural Resources</u> | x 133        |
| <u>Water Department</u>            | x 129        |
- x115      **Assessing Department:** Obtain records and information pertaining to real property, motor vehicle excise tax, personal property, the boat excise tax and other matters.
- x132      **Accountant's Office:** Obtain information on the financial health of the town. View Town's website.
- x147      **Treasurer/Collector:** Pay tax and water bills; obtain beach and transfer station stickers. Municipal lien requests.

*Photo Credits on Page .*

MAR 28 2012

# Annual Report

July 1, 2010 – June 30, 2011

**For Reference**



[www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)

# In Memoriam

Joseph G. Shea

November 2, 1938 – January 31, 2011



"Joe Shea's passion for serving Duxbury was nearly limitless — and highly contagious — whether it was the War Memorial, the Roundabout, standing up for veterans and the disabled, serving on the Highway Safety Committee or just sharing his love for the town's history. Joe's enormous heart and can-do spirit will be missed, but his legacy remains in the many projects he championed and the friends and good deeds he left behind."

-Josh Cutler, Publisher, Duxbury Clipper and Planning Board Member



# David James Vogler

July 24, 1941 – March 31, 2011



*"He was a citizen of the world and we were fortunate enough to borrow him for a little while."*

*– Betsy Sullivan, Finance Committee Member, former Selectwoman*

The past year had moments of great joy for Duxbury, but also moments of great sadness. In 2011, Duxbury mourned the loss of former Selectmen David J. Vogler. David is remembered as a gentleman with a warm sense of humor, a passion for his work, and empathy for his students.

David was a professor of political science at Wheaton College, Norton MA from 1969 to his retirement in June, 2010. One might say that he was someone who practiced what he preached as he was active in politics from his early years studying Congress to his involvement in the Town of Duxbury. He served as a Duxbury Selectman for two terms, as well as on the Town By-law Study Committee, the Finance Committee (one year as chair), the Public Works Study Committee (chair), and the Conservation Commission.

In his later years, David developed an interest in all things Italian. His life-long love of learning continued to his studies in Florence, Italy. At the time of his death, he was completing a manuscript based upon his research, and his final manuscript is being compiled for publication as an e-book by a professor at the University of Florence. And so it seems appropriate that we pause to say "Ciao, David."

# In Recognition



## Employees with More than 20 Years of Service to the Town of Duxbury

### 20 – 24 years

Douglas Bleicken, Inspectional Services – 21 years	Brian Johnson, Police Dept – 23 years
Michele Boyd, Instructional Assistant – 24 years	Pamela Johnson, Conservation – 23 years
James Brown, Highway Dept – 24 years	Thomas Johnson, Police Dept – 20 years
Paul Bruce, Cemetery Dept – 20 years	Denise Lamare, Teacher – 23 years
Glenna Cappola, Instructional Assistant – 20 years	Mary Leighton, Teacher – 23 years
Michael Carbone, Police Dept – 22 years	James Levine, Police Dept – 24 years
Glen Cavicchi, Highway Dept – 24 years	Catherine Marrone, Teacher – 21 years
Jeffrey Chandler, Fire Dept – 23 years	Mary McIntosh-Leydon, Teacher – 21 years
Karen Chase, Adult/Community Ed – 23 years	Janet Mellen, Teacher – 21 years
Thomas Cram, Custodial Services – 23 years	Christopher Mori, Police Dept – 24 years
Druanne Davies, Instructional Assistant – 20 years	Judith Murphy, DFW – 23 years
James Dowd, Inspectional Services – 23 years	Kristen Okerfelt, Instructional Assistant – 21 years
Doreen DuRoss, Instructional Assistant – 23 years	Lynn Perekslis, Teacher – 23 years
Donna Ezekiel, Instructional Assistant – 20 years	Patricia Pietrantonio, Teacher – 21 years
Kristen Golden, Police Dept – 22 years	Deborah Prescott, Instructional Assistant – 22 years
Virginia Golden, Water Dept – 22 years	James Tougas, Police Dept – 22 years
Deborah Govoni, Instructional Assistant – 24 years	Patricia Weatherlow, Teacher – 21 years
Rita Hale, School Business Office – 24 years	Timothy Wigmore, Police Dept – 22 years

### 25 - 29 years

June Albritton, Assessors Office - 25 years  
Denise Amiot, Teacher - 26 years  
Roger Banfill, Police Dept - 27 years  
David Beers, Fire Dept - 29 years  
Marcia Brudenell, Instructional Assistant - 27 years  
Mary Ciccarella, Teacher - 26 years  
Lewis Chubb, IV, Police Dept - 25 years  
James Doherty, Teacher - 28 years  
Barbara Donovan, Teacher - 25 years  
John Donovan, Teacher - 27 years  
Wayne Frieden, Teacher - 29 years  
Christine Geary, Teacher - 28 years  
Alice Gillan, Teacher - 26 years  
Lora Goldman, Teacher - 28 years  
Carolyn Govoni, Accounting Dept - 25 years  
Bruce Hamilton, Teacher - 26 years  
Christopher Johnson, Police Dept - 29 years  
John Kennedy, Teacher - 25 years  
Deborah Killory, Library - 25 years

Gertrude Lavin, DPW - 27 years  
James MacIntyre, Custodial Services - 28 years  
Patti MacLennan, Teacher - 28 years  
Richard Madru, Teacher - 28 years  
Denise Makein, Teacher - 25 years  
Regina Moylan, School Administrative Support - 25 years  
Nancy Mulligan, Adult/Community Ed - 26 years  
Nancy Oates, Town Clerk - 28 years  
Helene Simpson, School Administrative Support - 27 years  
Mary Stadelmann, Teacher - 28 years  
Robert Sullivan, Water Dept - 25 years  
Carl Swanson, Teacher - 28 years  
Shelley Thomas, Teacher - 25 years  
Joyce Turner, Adult/Community Ed - 25 years  
Edward Vickers, DPW - 29 years  
Patricia Walsh, Adult/Community Ed - 29 years  
Kathleen Watts, Teacher - 27 years  
Christopher West, Fire Dept - 25 years

### 30 - 34 years

Nancy Amrhein, Teacher - 33 years  
Donald Beers, Harbormaster - 31 years  
Raymond Chandler, Jr., Fire Dept - 32 years  
Gordon Cushing, Recreation - 30 years  
Leonard DiMuzio, Custodial Services - 30 years  
John Fernandes, Teacher - 32 years  
Joseph Grady, Jr., Conservation - 34 years  
Barbara Grenadir, Teacher - 34 years

John Guilderson, Fire Dept - 33 years  
Susan James, Police Dept - 33 years  
Roger Ladd, Fire Dept - 32 years  
Matthew Lynch, Teacher - 32 years  
Alice Pierce, Teacher - 32 years  
John Stoddard, Teacher - 32 years  
John Thomas, Fire Dept - 31 years

### 35 - 39 years

Debora Greenglass, Teacher - 37 years  
Miriam Harriman, School Administrative Support - 38 years  
Linda Klein, Teacher - 35 years  
Paul Romano, Teacher - 36 years

Pam Sechoka, Teacher - 35 years  
Charlene Swiniarski, Teacher - 39 years  
Dennis Symmonds, Police Dept - 37 years

### 40+ years

Gail Cannon, Cemetery Dept - 44 years

Alton Phillips, Teacher - 41 years



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Front Cover by Susan Kelley; Back Cover by Janice Hanrahan; Pg. 1 (Seagull) by Josh Cutler; Pg. 2 (Joseph G. Shea) Courtesy of The Duxbury Clipper; Pg. 3 (David J. Vogler) Courtesy of Alice Vogler; Pg. 10 (Selectmen) by Barbara Mello; Pg. 10 (Town Manager) by Barbara Mello; Pg. 27 (Town Clerk & Assistant Town Clerk) by Tracy Mayo; Pg. 115 (Assessors) Courtesy of Board of Assessors; Pg. 119 (Human Resources Department) by C. Anne Murray; Pg. 173 (Fourth of July photos) by Annie Potash; Pg. 176 (War Memorial Committee) by Josh Cutler; Pg. 178 (Duxbury Senior Center) by Harriet Nichols; Pg. 187 (Wind Turbine Locations & Solar Array) Courtesy of the Alternative Energy Committee; Pgs. 190 – 192 (Community Preservation Committee photos) by Holly Morris; Pg. 197 (Jaycox Tree Farm & East Street Cranberry Bog) by Joseph Grady; Pg. 198 (Oyster Farmer's shack) by Susan Kelley; Pg. 206 (Planning Board) by Diane Grant; Pg. 211 (Old Town Hall) Courtesy of the Duxbury Rural & Historical Society; Pg. 213 (Duxbury Free Library) Courtesy of the Duxbury Free Library; Pg. 214 (Author Nancy Gertner with Carol Jankowski, Brooke & Shea McDonough) by Julius A. Prince, Jr.; Pg. 229 (Duxbury Town Landing) from the Comprehensive Annual Financial Report FYE 2005; Pg. 241 (Injured Hawk) by Susan Kelley; Pg. 245 (Architect's rendering of the new Crematory) Courtesy of the Crematory Building Committee



# Town Administration



Board of Selectmen

Town Manager



*Board of Selectmen: (L-R): Theodore Flynn, Shawn Dahlen, Christopher Donato*



*Town Manager: Richard R. MacDonald*

## Board of Selectmen

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It has now been eighteen months since I was elected and became Chairman of your Board of Selectmen. I find the experience of serving our community and using our skills to help others personally very rewarding. I continue to witness how blessed we are as a community to have so many dedicated and talented individuals serving in a volunteer capacity who are helping to shape the character of our community. I consistently see examples of how highly motivated and talented individuals have positively impacted the quality of our lives as residents. I have also seen how important it is to have a balance of ideas on a committee, and to share those thoughts in a constructive way in order to facilitate the best outcomes. The scope of opportunities to serve and make a difference is varied and all residents can find a niche that suits them. To all our volunteers I say, *Thank You*, for caring to make a difference.

For our staff, leadership starts at the top and is expected at every level. Our Town Manager, Richard MacDonald, is a leader that has built and guided an exceptional staff that manages the day-to-day operations of our town. "It's all about providing for the needs of the residents," is a common theme from our Town Manager. Every day there is a new challenge: a constant balancing act to keep the wheels of a government organization moving in the right direction. Richard has built a team that works well together and gets the job done for the greater good of the community. During storm events, I have witnessed the teamwork and efforts of multiple departments working together toward the common goal of protecting the health and safety of our residents and trying to get us all back to pre-storm conditions as quickly as possible. As we are with our volunteers, we are blessed to have so many talented and dedicated employees that deliver high quality services to our community. Barbara Mello and Anne Murray are examples of those dedicated employees. Their efforts are invaluable to the members of Board of Selectmen.

One of our greatest challenges is meeting our community's expectations for services despite very limited revenue growth. Finance Director John Madden, working in conjunction with the Town Manager over the last several years, has been doing a great job at balancing shrinking revenue dollars against the needs of the community. While the operating side of our budget is challenged to provide current services with shrinking revenues we seem to be managing. This is made possible by constantly seeking efficiencies in the way we deliver services. It is the capital side of our budget that will cause us the greatest challenge. As a community we have passed debt exclusion overrides for several large projects: the Crematory, Fire Station and the Police Station. The new proposed co-located Middle and High School, if passed, will build again on our excluded debt. The capital costs of these initiatives are significant, and the debt service can only be funded through debt exclusions that will add significantly to residential tax bills during difficult times. I believe this is the single biggest issue facing Duxbury in the near future.

This year's election changed the makeup of the Board of Selectman (BOS). Betsy Sullivan, who served the town with the highest level of professionalism over the last 9 years, chose not to run again. She represents the talent and dedication that has helped make our community



something we are all proud of. Ted Flynn joined our team, and with his many years of experience on other boards and committees, he will be a valuable addition. Our management team has had a few changes this year: James Savonen took over for Doug Dondero as our new Manager of Buildings and Grounds. Steven Dunn was hired as the Director of Assessing to take the position of retiring Richard Finnegan. Richard served the Town for many years and was representative of the talent and quality of many of our employees.

This year marked the completion of several initiatives and the beginning of many new ones. The BOS initiated the development of a Strategic Plan for the Town to identify goals and objectives to help guide the BOS and staff in the leadership of the community. The BOS has also requested that Town Counsel work with the boards involved in ongoing litigation to establish a plan to settle those cases that may be in the best interest of the residents, in an effort to reduce legal expenses. The Town Manager is researching the job description and funding required to establish a new position of Facilities Director, to manage all Town-owned buildings, including the schools. This position could save the taxpayers significant tax dollars over the years by centralizing management and maintenance and by budgeting maintenance costs to extend the life and usability of all our Town buildings. Our new Human Resources Department, led by Jeannie Horne, has made many strides in professionalizing personnel policies and facilitating management's ability to manage personnel matters successfully. With her help, the BOS has adopted several new employment policies to keep the community current with employment practices. The Town Clerk's office has adapted to the significant changes both in the Open Meeting Law and the State Ethics Law. Nancy Oates and Susan Kelley are doing a great job educating and keeping all town volunteers and employees in compliance with those requirements. The preservation of the historic Tarkiln School House was completed and placed back into service with the assistance of hundreds of hours of volunteer help and CPC funding. The long awaited public safety buildings were approved at town meeting and the ballot box, paving the way for a remodeled and expanded Fire Station on the existing site and construction of a new Police Station located on Mayflower Street. A new contract was signed with Pilgrim Golf for the management of North Hill which seems to have breathed new life into a valuable recreational asset. The Town Manager appointed a new committee to facilitate Duxbury celebrating its 375<sup>th</sup> Anniversary next year. Firefighter/paramedic Dennis Mikkola was appointed to fill a vacancy in the Fire Department. The Harbormaster Department was awarded a grant through the Department of Homeland Security/FEMA Port Security Grant Program. This grant supplied us with 100% funding for a 25' SAFE boat, equipment and emergency response trailer, all valued at \$183,289. Thank you to Assistant Harbormaster, Jake Emerson, for managing the complex grant application. Our Council-on-Aging staff has obtained training in several areas, including movement programs and chronic health management programs. In addition, our Council-on-Aging Director, Joanne Moore, is now a Peer Reviewer for the National Institute of Senior Centers Accreditation Process. David Murphy, a long-time employee of the Duxbury Free Library has made our library a stop in the Massachusetts Memories Roadshow. Young adult librarian Ellen Snoeyenbos and her young adult group, "The Bookmarks", built a Fourth of July parade float which won first prize in its category. There were many more accomplishments at the Library, and in all of our Town Departments.

This year we lost three residents whose dedication to the town will be greatly missed. Joseph Maher was a tireless volunteer who served on the Zoning Board of Appeals and in many other boards over the years. Joe Shea served on several boards including the Highway Safety Committee and most recently the Veteran's War Memorial committee responsible for the resurrection of the old memorial proudly standing in front of Town Hall. David Vogler was a former Selectman. David also served on the Town By-Law Study Committee, the Finance Committee, the Public Works Study Committee, the Conservation Commission, and the Public Safety Committee.

As we put another year behind us and start a new year, we should reflect back on the history that has made Duxbury the community that we all have chosen as ours. Learn from our mistakes, build on our successes, and most importantly reflect on the contributions that all of the residents made in making Duxbury our home.

Respectfully Submitted,

Shawn M. Dahlen, Chair

Christopher R. Donato  
Theodore J. Flynn

## Town Manager

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This past year has been one that afforded a number of opportunities to advance the position of the Town of Duxbury. I believe that we took advantage of these opportunities and moved the Town forward in many areas. A few of our accomplishments are detailed here. In addition, I have made note of some of the transitions we have experienced.

### **Finances & Capital Improvements**

Utilizing available funds the Town increased its reserves by over \$450,000 during FY 2011. That included an increase of \$300,000 or 22% in Stabilization; \$150,000 or nearly 23% in Pension Reserve. The Stabilization balance of approximately \$1,700,000 is the highest in over twenty years, perhaps much longer.

For fiscal year 2011 the Town successfully funded over \$1,000,000 in capital improvements, mostly to much needed vehicle and equipment maintenance; chief among these was the purchase of a new ambulance. Through this program, the Town now has a safe and reliable fleet of vehicles providing public safety, property maintenance, and snow and ice defense.

On a larger scale major projects including Police Station construction, Fire Station rehabilitation, and new Schools have been undertaken. Improving these facilities will provide enhanced services in public safety and education long overdue in Duxbury.

In FY11, we learned that the Town received a Certificate of Achievement in Financial Reporting for the prior year. This designation of excellence was awarded to less than 19% of the governmental entities in Massachusetts. It is the seventh consecutive year that we have received the award.

Town Departments are to be congratulated for their efforts in bringing grant money to the Town. These grants improve our ability to serve the public without additional burdens to the taxpayer.

## TOWN OF DUXBURY GRANTS AWARDED DURING FY 2011

<b><u>TOWN CLERK GRANTS</u></b>	
Extended Polling Hours	2,880.00
<b><u>PLANNING DEPARTMENT GRANTS</u></b>	
MA Clean Energy Grant	65,000.00
<b><u>POLICE DEPARTMENT GRANTS</u></b>	
Governor Highway Safety Grant	1,245.68
Domestic Violence	1,000.00
E911 Support Grant	37,000.00
<b><u>FIRE DEPARTMENT GRANTS</u></b>	
SAFE Grant	4,815.00
Entergy Grant	167,733.72
Emergency Training Program	12,076.15
<b><u>INSPECTIONAL SERVICES GRANTS</u></b>	
MRC Grant	11,664.00
<b><u>HARBORMASTER GRANTS</u></b>	
Pump Out Boat Grant	9,500.00
Port Security Grant	183,288.00
<b><u>HIGHWAY DEPARTMENT GRANTS</u></b>	
DCR - Seawall Grant	60,000.00
FEMA - Hurricane Assistance	12,986.08
<b><u>COUNCIL ON AGING GRANTS</u></b>	
Formula Grant	16,078.89
Chronic Disease Mgmt Grant	3,380.00
Elder Lunch Grant	3,063.00
GATRA	50,340.33
 Total Grants Awarded	 <u>642,050.85</u>



### **Historic Preservation**

During fiscal year 2011 the Town saw the successful re-opening of the Tarkiln Community Center. This was truly a cooperative effort of Town government, the Community Preservation Committee, the Historical Commission, and many volunteers. This building will provide a service to the neighborhood as well as many groups seeking a place to practice dance or display art or any of a number of other purposes.

### **Human Resources**

The Town continues to improve in the area of Human Resources. During the last year several policy initiatives were introduced and accepted by the Board of Selectmen. These included sexual harassment, workplace violence, and whistleblower policies among others. Wellness programs were made available to employees as well as increased health club incentives. Improved hiring policies have led to a number of well qualified applicants being hired in critical positions such as Library Director, Manager of Lands & Natural Resources, Veterans' Agent, and Director of Assessing.

In FY11, we also experienced the decertification of two unions: The Duxbury Professional & Supervisory Unit and the Duxbury Professional Support Unit. We look forward to working with these employees as part of our Personnel Plan.

### **Human Services**

The Duxbury Senior Center continues to be a shining star in the State and the country. It is one of only 200 senior centers (out of 15,000 nationwide) that has achieved accreditation through the National Institute of Senior Centers. One of its many programs is the award-winning Lifelong Learning Program, which offered ten courses this year, from "Reading Shakespeare" to "Cultural Clashes in the New Yorker".

### **Land Use and Affordable Housing**

The Zoning Board of Appeals approved a Comprehensive Permit for the Island Creek North Development. This will bring 108 rental apartments and 94 assisted living units to Duxbury.

The Affordable Housing Trust, using Community Preservation Act Funds, awarded four grants to qualified home buyers, thereby reducing the purchase price of these Duxbury homes to an affordable level.

The Selectmen have appointed a Zoning Bylaw Review Committee to study our current Bylaws and see if there is room for making them more consistent and user-friendly.

### **Public Safety and Public Works**

I am extremely pleased with the level of cooperation between our Police, Fire, Harbormaster and Public Works Departments. The citizens of Duxbury are the beneficiaries in terms of storm preparation and response, crime prevention and response, and emergency management.

### **Recreation**

An accomplishment of tremendous magnitude was the transition of the North Hill Golf Course to a new management company. The feedback I have received has been entirely positive.

Duxbury is a beautiful place to live, work, and recreate. It is a wonderful setting for the annual Fourth of July celebration, the Duxbury Beach Triathlon and the Island Creek Oyster Festival, three events which showcase the Town.

### **Risk Management**

The Town of Duxbury has a very active Risk Management Committee, led by Barbara Mello and Jeannie Horne. The committee participates in a large number of training opportunities and works to improve safety procedures in the Town. This reduces the number of potential accidents, injuries, and property damage incidents. In recognition of our FY11 efforts, our insurance carrier (Massachusetts Inter-local Insurance Association) has awarded us with \$37,531 in premium reductions for FY12.

### **Keeping Current & Looking Forward**

In September, over 70 Town Department Heads and Board/Committee members attended a seminar on the new Open Meeting Law, provided by Duxbury Town Counsel. The laws for posting meetings and keeping records of meetings have changed significantly. It is crucial for the Town to comply.

In FY2011, we began the process of developing a new strategic plan. We have been very fortunate that Judi Barrett has volunteered to assist us in this process. Judi is a Duxbury resident, professional planner, and long-time Town volunteer. She has been on the Finance Committee, and currently chairs the Zoning Board of Appeals, so her knowledge of Duxbury is extensive. Together with Judi we have been gathering input from Town Department Heads, Boards and Committees, and the general public, so that our plan reflects the concerns of all our stakeholders.

An event to look forward to is the Town's 375<sup>th</sup> Anniversary, which will be celebrated on June 17, 2012. I have appointed a 375<sup>th</sup> Anniversary committee which is already hard at work planning the Town's birthday.

### **Transitions, Promotions and Retirements**

James Savonen, long-time foreman in the Department of Lands and Natural Resources was promoted to Director of that department this year. This was a well-deserved promotion, and I look forward to working with him as a Department Head.

Dick Finnegan, Director of Assessing since 1996, retired on June 30, 2011. He was a true professional who was counted on for his knowledge and dedication. We wish him well in his retirement.

Ms. Elaine Winquist, Library Director, retired in January. She brought many innovations to our library services, and guided the library through tough fiscal times. She is succeeded by Carol Jankowski, who was promoted from her position as Library Division Head—Circulation. Carol has risen to the new challenge with enthusiasm and capability. She has her hands full with building maintenance issues, among other things.

On March 21, 2011, Betsy Sullivan “retired” from the Board of Selectmen, having decided not to seek re-election after serving three 3-year terms. Extraordinary dedication was the hallmark of her service as a Selectwoman. I do not believe we have seen the last of her, thankfully, as she intends to participate with Town Committees.

### **Deaths**

July 11, 2010: Joseph Maher. Joe served Duxbury for more than twenty years. He was a Trustee of the Stewart Farm, and also served two terms on the Zoning Board of Appeals. I enjoyed my many interactions with Joe over the years.

January 31, 2011: Joseph Shea. Joe was a tireless volunteer for Duxbury and close personal friend. Joe served on the Municipal Commission on Disabilities, the Highway Safety Committee, and the War Memorial Committee. One of the accomplishments he was proudest of was researching and enabling the reconstruction of the WWI Memorial in front of Old Town Hall. When Joe served as the Sealer of Weights and Measures for Duxbury, he wrote a manual for the position, which was reproduced and distributed to all cities and towns by the Commonwealth. Joe cared deeply about Duxbury, and will be missed by all who knew him.

March 31, 2011: David Vogler. David was an accomplished political scientist, author, and professor who chose to share his many talents and ideas with the Town of Duxbury. He served on the Town By-law Study Committee, Finance Committee (one year as chair), Public Works Study Committee (chair), Board of Selectman (2 terms), and Conservation Commission. David exemplified Duxbury’s great fortune in the quality and dedication of its volunteers.

### **Summary**

In closing, I am very fortunate to have completed my sixth full year as your Town Manager. I have the opportunity to work with committed volunteers, professional staff, and an informed and involved citizenry. I remain grateful for the support of my office staff, Barbara Mello (Executive Assistant), and C. Anne Murray (Administrative Assistant). I look forward to serving as your Town Manager in the coming year.

Respectfully Submitted,  
Richard R. MacDonald, Town Manager



# Town Clerk's Report



## Town Officials

State Primary Election – September 14, 2010

State Election – November 2, 2010

Annual Town Meeting – March 12, 2011

Special Town Meeting – March 12, 2011

Annual Town Election – March 26, 2011

# TOWN REPORT - July 1, 2010 to JUNE 30, 2011

## TOWN OFFICIALS

### ELECTED

#### Selectmen

Shawn M. Dahlen, Chair	2013
Theodore Flynn, Clerk	2014
Christopher R. Donato, Vice Chair	2012

#### Assessors,

June Albritton, Clerk	2014
James G. MacNab, Vice Chair	2013
Linda Collari, Chair	2012

#### Moderator

Friend S. Weiler, Sr.	2012
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#### Town Clerk

Nancy M. Oates	2013
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#### School Committee

Mary Lou Buell	2013
Gary R. Magnuson	2013
John P. Heinstadt	2012
Maureen C. Connolly	2014
Anne R. Ward	2014

#### Planning Board

Josh S. Cutler	2014
John P. Bear	2015
Amy MacNab, Chair	2012
George D. Wadsworth, Vice Chair	2014
Jennifer W. Turcotte	2016
Cynthia L. Fiorini, Clerk	2013
Harold Moody, resigned 8/23/10*	2013
*Brian E. Glennon, II, appointed until 3/26/11	
Brian E. Glennon, II	2013

#### Library Trustees

Theodore J. Flynn, resigned 11/02/10	2013
Paula S. Harris, Vice Chair	2012
Elane S. Mutkoski, Chair	2012
Laura F. Sullivan, Secretary	2013
Brooke H. McDonough	2014
Donna M. Ryan	2014
Lamont Healy	2013

**Duxbury Housing Authority**

Brendan K. Keohan	2013
John J. Todd	2015
Alden Ringquist	2016
Beverly Walters	2012
Linda Garrity Gov. Appointee	

**APPOINTED BY THE MODERATOR****CEMETERY**

Elizabeth B. Stevens	2013	Emmett Sheehan	2013
Robert F. Hayes	2011	Beverly A. Johnson	2012
Diane C. Barker	2014		

**DUXBURY BEACH COMMITTEE**

Michael McLaughlin	2013	Robert E. Ali	2012
David J. Savage	2011	*Walter D. Keleher	2013
Harvey C. McCormick	2011	Ronald D. Wolfe	2013
Pauline A. Flynn	2013	*William Benjes, Jr.	2013
Susan Rourke	2012	Chief Matthew M. Clancy, ex-officio	
Donald C. Beers, ex-officio		Joseph M. Grady, ex-officio	
*Designee of Duxbury Beach Reservation, Inc.			

**FINANCE COMMITTEE**

Gay E. Shanahan	2013	Kenneth J. McCarthy	2013
Mark R. Mahoney	2013	Colleen B. Brayer	2011
Melissa C. Donohoe	2011	William M. Harris	2012
Barry Scammell	2012	Mark R. Keating	2011
Eugene V. Blanchard	2012		

**FISCAL ADVISORY COMMITTEE**

William F. O'Toole, Jr.	2012	Francis C. Mangione	2013
Kimberly J. O'Sullivan	2012	Elizabeth C. Conway	2011
Karen E. Barry	2011	David Matthews	2013
David J. Madigan	2011	Ling Wong	2012
Nancy von Stackelberg	2013		

**PERSONNEL BOARD**

Anita L. Stiles	2012	Wayne C. Heward	2011
Robert L. Molla, III	2012	Alexander K. Salmela	2011
Jean Riley	2013		

**WATER ADVISORY BOARD**

George D. Wadsworth	2013	Freeman Boynton, Jr.	2011
Paul W. Keohan	2012		



## **APPOINTED BY THE TOWN MANAGER**

Alewife Warden - Donald C. Beers  
Animal Control Officer/Inspector-of Animals - Eduardo Ramos  
Building Inspector/Zoning Enforcement Officer - Scott Lambiase  
Conservation Administrator - Joseph Grady  
Council on Aging Director - Joanne Moore  
County Cooperative Exten. Serv. Town Director - Lindsay Blake  
Custodian of the Clock - Anthony Nightingale  
Custodian of the Flags - Donald C. Beers  
Director of Public Works - Peter Buttkus  
Emergency Management Director - Kevin Nord  
Executive Assistant to the Town Manager - Barbara Mello  
Finance Director - John Madden  
Fire Chief - Kevin Nord  
Harbormaster/Shellfish Constable - Donald C. Beers  
Health Agent - Tracy Mayo  
Manager Buildings and Grounds - James Savonen  
Parking Clerk – C. Anne Murray  
Police Chief - Matthew M. Clancy  
Recreation Director - Gordon H. Cushing  
Sealer of Weights and Measures - Harold E. Tuttle  
Superintendent of Lands and Natural Resources - Douglas Dondero  
Town Account - Claudette Coutu  
Treasurer/Collector - Thomas Connolly  
Veterans' Services Director/Burial Agent - Michael J. Thorpe  
Water Superintendent - Peter Mackin  
Weigher of Coke, Coal and Hay - Harold E. Tuttle  
Wharfinger - Donald C. Beers

## **Town Building Committee**

Paul Brogna  
Dennis Nolan  
Frank Mangione  
Lee Kennedy

Adam Yanulis  
Andre Martecchini  
Elizabeth Lewis

ex-officio:  
Peter Buttkus, DPW Director  
Scott Lambiase, Dir. of Insp Services  
John Heinstadt, School Committee

**Crematory Building Committee**

Emmett Sheehan, Cemetery Trustee

Robert Hayes, Cemetery Trustee

Scott Lambiase, Dir of Inspectional Services, ex-officio

Peter Buttkus, DPW Director, ex-officio

Patricia Pappas, Cemetery Director, ex-officio

**War Memorial Committee**

Bryan Felty

Beverly Johnson

Holly Morris

Katherine Pillsbury

Russ Pratt

Pamela Campbell Smith

Robert C. "Terry" Vose, III

Patrick Brown, ex-officio

**Blairhaven (Ad hoc)**

Betsy Sullivan, Chair

John Brawley, Vice Chair

Holly Morris, Secretary

Mike Barbour

Robert Fawcett

Sam Butcher

Gordon Cushing

Joe Grady, Conservation Administrator

Joe Jannetty

Tony Kelso, Town Historian

Pat Loring

Don Beers or Jake Emerson, ex officio

Peter Buttkus, ex officio

**375<sup>th</sup> Committee**

Anne Antonellis, Co-Chair

Don Reed

Nancy Reed

Janet Ritch

Karen Barry

Josh Cutler

Pam Campbell Smith

Paula Harris

Tony Kelso, Co-Chair

Robert C. "Terry" Vose

Camille Neville

Sandy Sweetser

Tony Chamberlain

Bill Thayer

Susan Kelley

Patrick Brown, ex officio

**ALL OTHER APPOINTED TOWN OFFICIALS****Appointed by Elected Officers or Committees**Assistant Town Clerk - Susan C. Kelley by the Town ClerkDeputy Assessor - Richard Finnegan by the AssessorsLibrary Director - Carol Jankowski by the Library TrusteesAssistant Library Director - David Murphy by the Library TrusteesPlanning Director - Thomas Broadrick by the Planning BoardSuperintendent of Schools - Benedict Tantillo, III, by the School Committee**APPOINTED BY THE SELECTMEN****AFFORDABLE HOUSING TRUST (Town of Duxbury)**

Shawn Dahlen, Selectmen's Rep 2012

Martha Himes 2012

Diane Bartlett, ex-officio, LHP Chair 2012

Brendan Keohan, Chair 2012

Cynthia Ladd Fortini 2012

Laura Schaefer 2012

**AGRICULTURAL COMMISSION**

Gregory D. Morris	2013	Robert T. Walsh	2011
Jeffrey A. Chandler, Chair	2012	Roger W. Ritch	2011
*Anne Eldridge	2012	Carl O'Neil	2012
*resigned May 28, 2011		Earl Ricker	2012
Orie Fontaine	2013		

**ALTERNATIVE ENERGY COMMITTEE**

John Doherty	2011	Andre Martecchini	2013
Jim Goldenberg, Chair	2012	Josh Cutler	2013
Donald Greenbaum	2011	Lynn Smith	2012
Charles "Sandy" von Stackelberg	2013	Leslie Lawrence	2013
Tom Burton	2012	Cliff Bockard	2013
John Murdock	2012		

**BOARD OF APPEALS**

Dennis Murphy	2012	Michael J. Gill	2015
Judith (Judi) A. Barrett, Chair	2013	Scott Zoltowski	2014
Jill Cadigan-Christenson	2011		

**BOARD OF APPEALS (ALTERNATES)**

Paul Boudreau	2011	Dimitri Theodossiou	2011
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**BOARD OF HEALTH**

David Brumley, MD, Chair	2012	Clinton Watson	2013
Karen Tepper, Vice Chair	2012	Jerry Janousek	2014
Bruce Bygate	2014		

**BURIAL AGENT TO THE BOARD OF HEALTH**

Nancy M. Oates	2013
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**CABLE ADVISORY COMMITTEE**

Robert Fitzpatrick, Chair	2013	William J. Kearney	2012
Richard Miller	2011	Peter Frame	2013
Jean Kennett	2013	Bill Eldredge	2011
Mary E. MacQuarrie, ex-officio	2013	Richard Sigrist	2012

**COMMUNITY PRESERVATION ACT**

Liaisons (3 year terms):			
Holly Morris, Conservation Comm	2013	John Bear, Planning Board	2013
Patricia Loring, Open Space & Recr	2011	Brendan Keohan, Housing Auth	2012
Two at large: Tony Kelso	2012	Sarianna Seewald	2011

**CONSERVATION COMMITTEE**

Barbara Kelley	2012	Holly Morris	2013
Joseph Messina, Chair	2012	Corey Wisneski	2013
Sam Butcher	2011	Thomas J. Gill, III	2011
Dianne Hearn	2013		



**CONSTABLE**

Alden Ringquist	2011	Richard A. DeLisle	2013
Melissa S. Blair	2014		

**COUNCIL ON AGING**

Richard D. Sigrist, Jr.	2012	Marcy Bravo	2013
Beverly Walters, Alternate	2012	Michael Walsh	2013
Betsy Stevens, Alternate	2012	John Madden	2012
Pamela Campbell Smith, Chair	2011	Steve McCarthy	2011
Peter Muncey	2011	Rev. Catherine Cullen	2011
Richard Whitney	2012	Bill Campbell, Alternate	2012
Nancy "Ninky" Savage, Alternate	2012	Anne Antonellis	2012
Henry O. Milliken, Alternate	2012		

**DESIGN REVIEW BOARD**

Nancy Johnson	2011	Judith Hall	2013
Sarah B. McCormick, Chair	2011	Robert Mustard	2012
Stephen Williams	2013		

**DUXBURY BAY MANAGEMENT COMMITTEE**

John Brawley	2012	Shawn Dahlen	2011*
Ned Lawson	2011	William "Skip" Bennett	2011
Jackson S. Kent, III	2013	Corey Wisneski	2012
Jon McGrath, Chair	2011	David Grossman	2012**
Linda Brodie	2013	Don Beers, ex-officio	2011
Sam Davenport	2012	*resigned 8/30/10	**6/22/10

**DUXBURY CULTURAL COUNCIL**

Rebecca Chin	2012	Barbara Kiley, Chair	2012
Laura Doherty	2011	Janet Ritch	2011
Janet Schwartz	2013	Anthony Pilla	2013
Mary Beth MacQuarrie	2012	Marcy Bravo	2013
Helen Fowler	2011		

**DUXBURY YOUTH COMMISSION**

Inactive

**ECONOMIC ADVISORY COMMITTEE**

Betsy Sullivan	2012	Clark J. Hinkley	2011
John Bear, Planning Board	2012	Phillip M. Markella	2013
Dennis Murphy, ZBA	2011	Georgia Cosgrove	2013
Thomas Tucker, Bus. Rep., Chair	2012	Anne Antonellis	2011*
Paula Harris	2012	*Resigned 5/10/10	

**FOURTH OF JULY Committee -Appointed 4-13-10 until 4-26-11 (July FY-11)**

Nancy Reed	Connie Siegel Dennis	Kate Gaenicke, Co-Chair
James MacNab	Margaret Kearney	William Kearney
Barbara Munsey	Joan Edger	Donald Reed
David Robinson	Jeff Goldman	Sue Lawrence
Linda Robinson	Rich Potash, Co-Chair	Brian Hill

Stuart A. Ruggles  
Amy Hill

Janet Ritch  
Terry Reiber

Robert Ali  
Terri Woodward

#### **HIGHWAY SAFETY COMMITTEE**

Dep Chief Chris West, Fire Dep t. 2012  
Jeff Lewis, Co-Chair 2011  
Paul Brogna, Co-Chair 2011  
Officer Tim Wigmore, Police Rep. 2013  
Joe Shea, Chair – deceased January 31, 2011

Fred Von Bargaen 2011  
Walter Amory 2011  
Diane Bartlett 2013

#### **HISTORICAL COMMISSION**

Laura Doherty 2011  
Lynne Devnew 2012  
Robert C. “Terry” Vose, III, Chair 2013  
Leslie Lawrence 2012

Retta “Lee” Adams 2011  
Norman Tucker, Chair 2011  
Tag Carpenter 2013  
Lois McKeown 2013

#### **INVESTMENT ADVISORY COMMITTEE**

Elizabeth Sullivan, Liaison

#### **KING CAESAR COMMITTEE ADVISORY**

Rev. Catherine Cullen 2011  
Carol Langford, MD 2012

Diane Barker, Chair 2013

#### **LOCAL HISTORICAL DISTRICT STUDY COMMITTEE**

Robert C. “Terry” Vose, III 2013  
Georgia Taft Pye 2012  
Peter T. Smith 2011  
Donna Wood 2012  
Pamela Campbell Smith 2013

James Hartford, Chair 2013  
Lee Kennedy, Sr. 2011  
William S. Thayer, Alternate 2012  
James R. Kimball, Jr., Alternate 2010  
Renee Mierzejewski, Alternate 2011

#### **LOCAL HOUSING PARTNERSHIP**

Matthew Walsh, Designee COA 2013  
Denece McGann-Clinton 2011  
Andre Martecchini, Designee BOS 2012  
Brendan Keohan 2013  
John Todd, Housing Authority 2012  
Brian Murphy, At Large 2012

Barbara Kelley, Cons Com 2012  
George Wadsworth, Planning Bd 2013  
Bruce Bygate, BOH 2011  
Dianne Bartlett, At Large, Chair 2012  
Leslie Lawrence 2013

#### **MBTA ADVISORY BOARD**

Thomas Broadrick 2011

#### **METROPOLITAN AREA PLANNING COUNCIL REP**

Andre Martecchini 2012

#### **MUNICIPAL COMMISSION ON DISABILITY**

Patty Cristoforo 2013  
Joseph Shea 2012  
Jerry Nightingale 2011  
Nancy Shine 2011

Patricia E. Randall, Chair 2013  
Reino A. Kock, Mun Emp. Rep. 2012  
Marcia G. Solberg 2011

**NORTH HILL ADVISORY COMMITTEE**

W. James Ford	2012	Gordon Cushing, ex-officio	2013
Richard Manning	2012	Thomas K. Garrity	2012
Robert Mustard, Jr.	2011	Scott Whitcomb	2011
Michael Doolin , Chair	2013	Anthony Floreano	2011
Michael Marlborough	2011	Michael Rufo	2013
Richard Manning	2012		

**NUCLEAR ADVISORY COMMITTEE**

Mary Elizabeth Lampert, Co-Chair	2013	Henry Chang	2013
Barbara Pye	2011	Millie Morrison	2012
Kevin W. Craig	2011	Rebecca Chin, Co-Chair	2011
Nancy Landgren	2012		

**OLD COLONY ELDERLY SERVICES**

John R. Madden, Alternate COA	2011
Joanne Moore, Liaison	

**OLD COLONY PLANNING COUNCIL**

Pauline Flynn, COA, Delegate	2013
James Taylor, COA, Alternate	2011

**OPEN SPACE AND RECREATION COMMITTEE**

Paul Costello, Chair	2012	Paul Keohan	2013
Lorrie Hall	2011	Kathy Cross	2012
Patricia Loring, CPC Rep	2013	Scott Zoltowski	2011
Brian E. Glennon, II, Planning Bd Rep	2013	Walter Amory	2011

**PLYMOUTH COUNTY ADVISORY BOARD**

Elizabeth H. Sullivan	2012
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**RECREATION ACTIVITIES COMMITTEE**

Rob Ali	2012	Brooks Holmes, Chair	2013
Brian Tonis	2011	Brian Campbell	2012
Rick Davis	2013	Stewart McEntee	2012
David Nicosia	2013	Gordon Cushing, ex-officio	2011

**REGISTRARS OF VOTERS**

Paul Christo, Chair	2013	Miriam McCaig	2012
Nancy Oates	2013	Mary Ellen See	2012

**SHELLFISH ADVISORY COMMITTEE**

Donald Beers, ex-officio	2013	John Brawley	2012
Kenneth S. McKim	2013	Clinton Watson	2011
Alan Hoban, Chair	2013	Dan Baker	2012
Robert Loring	2012	John McCluskey	2013
Linda K. Brodie	2011		



**SIDEWALK & BIKE COMMITTEE**

Patricia C. Fahey	2013	Eileen Kelliher	2012
Nancy Johnson	2013	Steve Berall	2012
Peter J. Sullivan	2011	John Edwards	2012
Ellen Philbrick	2011	Tod Dillon	2011
Kevin Penwell	2012		

**SOUTH SHORE COALITION**

Josh Cutler, Planning Board Rep	2011
Andre Martecchini, Designee of BOS	2011

**SOUTH SHORE RECYCLING Cooperative**

Peter Buttkus  
Ed Vickers

**TOWN COUNSEL**

Robert Sweeney Troy

**TOWN HISTORIAN**

James A. "Tony" Kelso	2011
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**TOWN MANAGER**

Richard MacDonald

**ZONING Bylaw Review Committee**

George Wadsworth	Planning Board Representative
Judi Barrett	Zoning Board of Appeals Representative
Nancy A. Johnson	Design Review Board Representative
Bob Fitzpatrick	Citizen at-Large
Scott Casagrande	Citizen at-Large
Martin Desmery	Citizen at Large
Freeman Boynton, Jr.	Citizen at-Large
Fred Clifford	Citizen at-Large
Paul Boudreau	Citizen at-Large
Mary Steinke	Citizen at-Large



**Nancy M. Oates**  
Town Clerk



**Susan C. Kelley**  
Assistant Town Clerk

State Primary  
Democratic Party  
September 14, 2010

OFFICE	CANDIDATE	PRECINCT						Total
		1	2	3	4	5	6	
<b>Governor</b>								
	Deval L. Patrick	152	187	138	116	104	113	810
	Blanks	32	33	25	20	22	22	154
	Write Ins	4	2	3	4	6	11	30
<b>Lt. Governor</b>								
	Timothy P. Murray	145	181	141	114	103	117	801
	Blanks	42	41	24	24	28	26	185
	Write Ins	1	0	1	2	1	3	8
<b>Attorney General</b>								
	Martha Coakley	145	184	137	116	97	111	790
	Blanks	41	37	28	22	33	30	191
	Write Ins	2	1	1	2	2	5	13
<b>Secretary of State</b>								
	William Francis Galvin	153	182	140	113	102	120	810
	Blanks	35	40	25	26	28	24	178
	Write Ins	0	0	1	1	2	2	6
<b>Treasurer</b>								
	Steven Grossman	127	144	90	77	72	97	607
	Stephen J. Murphy	38	48	58	47	43	34	268
	Blanks	23	30	18	16	17	15	119
	Write Ins	0	0	0	0	0	0	0
<b>Auditor</b>								
	Suzanne M. Bump	96	121	89	65	71	80	522
	Guy William Glodis	29	29	27	23	31	22	161
	Mike Lake	34	30	27	31	18	24	164
	Blanks	29	41	23	20	12	20	145
	Write Ins	0	1	0	1	0	0	2
<b>Rep in Congress</b>								
	William R. Keating	66	81	95	74	68	75	459
	Robert A. O'Leary	116	131	67	58	60	67	499
	Blanks	6	10	3	8	3	3	33
	Write Ins	0	0	1	0	1	1	3

State Primary  
Democratic Party  
September 14, 2010

OFFICE	CANDIDATE	PRECINCT						Total
		1	2	3	4	5	6	
<b>Councilor</b>								
	Christopher A. Iannella	60	65	65	61	43	48	342
	Stephen F. Flynn	84	100	68	54	59	57	419
	Blanks	44	57	33	25	30	44	233
	Write Ins	0	0	0	0	0	0	0
<b>Senator in General Court</b>								
	Blanks	171	198	155	124	121	125	894
	Write Ins	17	24	11	16	11	21	100
<b>Rep in Gen Court 1 and 6</b>								
	Thomas J. Calter, III	145					114	259
	Blanks	43					32	75
	Write Ins	0					0	0
<b>Rep in Gen Court 2, 3, 4 and 5</b>								
	Josh S. Cutler		192	142	132	112		578
	Blanks		29	24	8	20		81
	Write Ins		1	0	0	0		1
<b>District Attorney</b>								
	John F. Shea	129	155	124	106	81	98	693
	Blanks	59	67	41	33	51	48	299
	Write Ins	0	0	1	1	0	0	2
<b>Sheriff</b>								
	Richard A. Pound	121	142	121	101	79	90	654
	Blanks	67	80	44	38	53	56	338
	Write Ins	0	0	1	1	0	0	2
<b>County Commissioner</b>								
	Timothy J. McMullen	121	146	118	101	81	93	660
	Blanks	67	76	47	39	50	53	332
	Write Ins	0	0	1	0	1	0	2



State Primary  
Libertarian Party  
September 14, 2010

There were 2 voters in precinct 1 and 1 voter in precinct 5 for a total of 3 voters. The ballots were blank.

State Primary  
Republican Party  
September 14, 2010

OFFICE	CANDIDATE	PRECINCT						Total
		1	2	3	4	5	6	
<b>Governor</b>								
	Charles D. Baker	231	313	233	207	207	204	1395
	Blanks	19	18	24	15	13	18	107
	Write Ins	0	1	1	1	2	3	8
<b>Lt. Governor</b>								
	Richard R. Tisei	205	278	207	188	186	184	1248
	Blanks	43	54	49	33	36	40	255
	Write Ins	2	0	2	2	0	1	7
<b>Attorney General</b>								
Write In	James P. McKenna	45	77	54	42	38	38	294
	Blanks	175	238	171	162	163	162	1071
	Write Ins	30	17	33	19	21	25	145
<b>Secretary of State</b>								
	William C. Campbell	197	268	191	175	177	180	1188
	Blanks	53	64	67	46	43	45	318
	Write Ins	0	0	0	2	2	0	4
<b>Treasurer</b>								
	Karyn E. Polito	202	271	205	172	177	182	1209
	Blanks	48	59	52	50	45	43	297
	Write Ins	0	2	1	1	0	0	4
<b>Auditor</b>								
	Mary Z. Connaughton	211	271	214	189	195	188	1268
	Kamal Jain	13	23	16	8	5	11	76
	Blanks	26	38	28	24	22	26	164
	Write Ins	0	0	0	2	0	0	2

**State Primary  
Republican Party  
September 14, 2010**

OFFICE	CANDIDATE	PRECINCT						Total
		1	2	3	4	5	6	
<b>Rep in Congress</b>								
	Robert E. Hayden, III	9	8	8	10	14	15	64
	Raymond Kasperowicz	8	17	12	10	14	10	71
	Joseph Daniel Malone	92	139	129	96	94	86	636
	Jeffrey Davis Perry	136	161	107	104	100	109	717
	Blanks	5	7	2	1	0	4	19
	Write Ins	0	0	0	2	0	1	3
<b>Councilor</b>								
	Blanks	232	303	240	208	204	206	1393
	Write Ins	18	29	18	15	18	19	117
<b>Senator in General Court</b>								
	Robert L. Hedlund, Jr.	213	296	218	189	187	191	1294
	Blanks	37	36	39	31	34	33	210
	Write Ins	0	0	1	3	1	1	6
<b>Rep in Gen Court 1 and 6</b>								
	Ben Wilson Burns Quelle	28					41	69
	Joseph M. Truschelli	165					144	309
	Blanks	56					40	96
	Write Ins	1					0	1
<b>Rep in Gen Court 2, 3, 4 and 5</b>								
	Daniel K. Webster		288	220	187	183		878
	Blanks		44	37	33	37		151
	Write Ins		0	1	3	2		6
<b>District Attorney</b>								
	Timothy J. Cruz	213	287	211	189	187	185	1272
	Blanks	37	45	46	31	35	38	232
	Write Ins	0	0	1	3	0	2	6
<b>Sheriff</b>								
	Joseph D. McDonald, Jr.	198	274	202	184	185	182	1225
	Blanks	51	58	55	37	36	43	280
	Write Ins	1	0	1	2	1	0	5

State Primary  
Republican Party  
September 14, 2010

OFFICE	CANDIDATE	PRECINCT						Total
		1	2	3	4	5	6	
<b>County Commissioner</b>								
	Sandra M. Wright	190	269	189	175	173	177	1173
	Blanks	59	63	68	47	49	48	334
	Write Ins	1	0	1	1	0	0	3

Total Democratic Voters – 994  
Total Libertarian Voters - 3  
Total Republican Voters - 1510  
Total Voters 2,507

I hereby certify the results of the State Primary Election held on Tuesday, September 14, 2010 at the Duxbury Middle School Gymnasium from 7am until 8pm.

Respectfully submitted,

Nancy M. Oates  
Duxbury Town Clerk



State Election  
November 2, 2010  
Duxbury Middle School Gymnasium

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
<b>Gov. &amp; Lt Gov.-Vote for One</b>							
Patrick & Murray	496	553	470	418	420	433	2790
Baker & Tisei	719	962	722	623	649	663	4338
	58	48	80	82	83	90	441
Stein & Purcell	9	4	12	8	12	8	53
Write ins	0	0	2	1	1	0	4
Blanks	8	6	8	9	5	5	41
<b>Attorney General - Vote for One</b>							
Martha Coakley	641	751	670	594	598	597	3851
James P. McKenna	630	802	603	536	550	577	3698
Write-ins	0	1	0	1	3	1	6
Blanks	19	19	21	10	19	24	112
<b>Sec. of State - Vote for One</b>							
William Francis Galvin	638	730	672	604	626	597	3867
William C Campbell	578	778	566	481	481	528	3412
James D. Henderson	23	19	15	18	23	16	114
Write-ins	1	0	3	1	1	0	6
Blanks	50	46	38	37	39	58	268
<b>Treasurer - Vote for One</b>							
Steven Grossman	543	593	547	484	467	474	3108
Karyn E Polito	687	924	702	622	665	676	4276
Write-ins	4	0	0	1	1	0	6
Blanks	56	56	45	34	37	49	277
<b>Auditor - Vote for One</b>							
Suzanne M Bump	403	431	406	368	359	391	2358
Mary Z Connaughton	755	998	762	666	703	685	4569
Nathanael Alexander Fortune	30	49	41	39	40	33	232
Write-ins	3	0	1	0	2	0	6
Blanks	99	95	84	68	66	90	502
<b>Rep in Congress - Vote for One</b>							
William R Keating	529	585	538	477	489	454	3072
Jeffrey Davis Perry	612	804	609	531	534	574	3664
Maryann Lewis	89	110	102	85	91	98	575
Joe Van Nes	6	12	6	5	13	7	49
James A. Sheets	19	14	17	18	22	29	119
Write-ins	2	2	0	1	1	1	7
Blanks	33	46	22	24	20	36	181

State Election  
November 2, 2010  
Duxbury Middle School Gymnasium

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
<b>Councilor 4th - Vote for One</b>							
Christopher Iannella, Jr.	556	625	591	534	540	511	3357
Jacquolyn Payne-Thompson	514	685	502	445	473	504	3123
Write-ins	4	3	2	3	4	0	16
Blanks	215	260	199	159	153	184	1170
<b>Senator in General Court-One</b>							
<b>Plymouth &amp; Norfolk</b>							
Robert L Hedlund, Jr.	848	1091	858	769	793	817	5166
Paul R Kearney, Jr.	328	354	339	279	299	286	1185
Write-ins	3	1	1	3	1	1	10
Blanks	111	127	96	90	87	95	606
<b>Rep in General Court -One</b>							
<b>12th Plymouth District</b>							
Thomas J. Calter, III	599					551	1150
Joseph M. Truschelli	602					559	1161
Write-ins	7					2	9
Blanks	82					87	169
<b>Rep in General Court-One</b>							
<b>6th Plymouth District</b>							
Daniel K. Webster		787	594	513	540		2434
Josh S. Cutler		755	668	609	604		2636
Write-ins		2	0	0	1		3
Blanks		29	32	19	25		105
<b>District Attorney-One</b>							
<b>Plymouth District</b>							
Timothy J Cruz	828	1094	898	744	808	794	5166
John F Shea	378	386	336	348	304	332	2084
Write-ins	2	0	0	0	2	0	4
Blanks	81	93	60	49	56	73	412
<b>Sheriff-One</b>							
<b>Plymouth County</b>							
Joseph D. McDonald, Jr.	948	1199	978	856	885	897	5763
Write-ins	17	14	9	13	16	15	84
Blanks	324	360	307	272	269	287	1819

**State Election  
November 2, 2010  
Duxbury Middle School Gymnasium**

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
<b>County Commissioner</b>							
<b>Plymouth County</b>							
Timothy J McMullin	483	522	507	458	501	447	2918
Sandra M Wright	642	884	625	572	569	604	3896
Write-ins	3	0	0	0	1	1	5
Blanks	161	167	162	111	99	147	847
<b>Plymouth County Charter Com</b>							
<b>District 6</b>							
David D Fitzgerald	133	146	144	128	148	174	873
William M Harris	895	1106	887	787	811	763	5248
Write-ins	2	3	4	4	3	3	19
Blanks	260	318	259	222	208	259	1526
<b>Question 1 - Alcohol Tax Repeal</b>							
YES	734	903	753	672	735	695	4492
NO	517	613	494	433	401	466	2924
Blanks	39	57	47	36	34	38	251
<b>Question 2 - 40B Repeal</b>							
YES	656	786	645	584	628	563	3862
NO	556	676	559	488	487	561	3327
Blanks	77	111	90	69	55	75	476
<b>Question 3 - Reduce Sales Tax</b>							
YES	619	791	641	576	618	606	3851
NO	637	730	609	537	537	569	3619
Blanks	34	52	44	28	15	24	197
<b>Question 4 - Plymouth Cty Study</b>							
YES	605	704	547	519	536	536	3447
NO	519	673	599	494	525	537	3347
Blanks	166	196	148	128	109	126	873
<b>Total vote</b>	<b>1291</b>	<b>1573</b>	<b>1294</b>	<b>1141</b>	<b>1170</b>	<b>1199</b>	<b>7,668</b>
Absentee Ballots Requested	120	172	116	87	76	173	744
Absentee Ballots Voted	112	154	109	74	67	154	670

I hereby certify the results of the November 2, 2010 State Election. The Polls opened at 6am and were closed at 8pm. All six precincts voted at the Duxbury Middle School Gymnasium. The final tally was completed at 10:15pm at the Duxbury Town Hall.

Nancy M. Oates  
Duxbury Town Clerk



**Town of Duxbury  
Annual Town Meeting  
March 12, 2011**

The Town meeting was called to order by the Moderator at 9:05am, recessed for a Special Town Meeting at 9:18am until the meeting adjourned sine die at 9:50am when the Annual Town Meeting reconvened, recessed for lunch from 12:05pm until 1:07pm and recessed at 6:40pm until the meeting was reconvened on Monday, March 14<sup>th</sup> at 7:00pm, recessed at 11pm until the meeting was reconvened on Tuesday, March 15<sup>th</sup> at 7pm and was recessed sine die at 11:10pm. All sessions were held at the Duxbury Performing Arts Center, 73 Alden St., Duxbury.

Shawn Dahlen, Chair of the Board of Selectman, presented a Proclamation to Elizabeth H. Sullivan, retiring from Board of Selectmen in March 2011 after 9 years of service on the Board.

**Article 1 – Appointment of Officers not Chosen by Ballot** – Moved and seconded that the Town Moderator and Board of Selectmen be authorized to appoint the officers not chosen by ballot.

**Motion Carried.**

**Article 2 – Report of Officers and Committees** – Moved and seconded that the Town receive the reports of its Town Officials, Boards, Committees, and Commissions as printed in the Annual Report.

**Motion Carried.**

**Article 3 – Compensation of Elected Officials** – Moved and seconded that the Town vote to fix the compensation of the elected officials for the twelve month period beginning July 1, 2011 as set forth in the column entitled “Requested FY12” in Article 3 in the Warrant, with the following changes: Town Clerk’s salary to be \$74,000.00, and total amount to be \$84,040.00.

	Appropriated FY11	Requested FY12	BOS Recommended FY12	Finance Committee Recommended FY12
<b>Moderator</b>	\$40	\$40	*	*
<b>Selectmen</b>				
Chair	\$2,000	\$2,000	*	*
Member	\$1,500	\$1,500	*	*
Member	\$1,500	\$1,500	*	*
<b>Assessors</b>				
Chair	\$2,000	\$2,000	*	*
Member	\$1,500	\$1,500	*	*
Member	\$1,500	\$1,500	*	*
<b>Town Clerk</b>	\$69,000	\$74,000	\$74,000	\$74,000
<b>Total</b>	<b>\$79,040</b>	<b>\$84,040</b>		

\* available at Town Meeting

**Motion Carried.**

**Article 4 – State Highway Fund** – Moved and seconded that the Town vote to accept the sum of \$408,895.00 that will be available from the State Highway Fund and such additional sums as may be made available from other county, state or federal agencies for highway related work and to further authorize the Treasurer, with the approval of the Board of Selectmen to borrow in anticipation of receipt of said funds in accordance with Massachusetts General Laws Chapter 44, Sections 4 and 6A.

**Motion Carried.**

**Article 5, Motion 1 – Budget, General Government** – Moved and seconded that the Town vote to appropriate the sum of \$2,196,513.00 for the following:

Town								
113	Meeting		114	Moderator		122	Selectmen/Manager	
	Expenses	\$3,600		Salaries	\$40		Salaries	\$247,859
	Total	\$3,600		Total	\$40		Expenses	\$19,200
							Total	\$267,059
129	Historical Commission		131	Finance Committee		133	Finance Director	
	Expenses	\$200		Expenses	\$500		Salaries	\$97,625
	Total	\$200		Total	\$500		Expenses	\$2,675
							Total	\$100,300
135	Accounting		136	Audit		141	Assessors	
	Salaries	\$204,316		Expenses	\$41,700		Salaries	\$224,184
	Expenses	\$8,230		Total	\$41,700		Expenses	\$22,045
	Total	\$212,546					Total	\$246,229
145	Treasurer/Collector			Legal		152	Human Resources	
	Salaries	\$255,478	151	Expenses			Salaries	\$63,881
	Expenses	\$55,750		Expenses	\$262,000		Expenses	\$17,550
	Total	\$311,228		Total	\$262,000		Total	\$81,431
155	Information Systems		158	Tax Title		161	Town Clerk	
	Salaries	\$60,750		Expenses	\$15,000		Salaries	\$118,893
	Expenses	\$188,469		Total	\$15,000		Expenses	\$3,100
	Total	\$249,219					Total	\$121,993
162	Elections			Conservation		175	Planning	
	Salaries	\$15,838	171	Commission			Board	
	Expenses	\$17,190		Salaries	\$122,016		Salaries	\$105,314
	Total	\$33,028		Expenses	\$12,260		Expenses	\$10,850
				Total	\$134,276		Total	\$116,164
Total General Government								
	Salaries	\$1,516,194						
	Expenses	\$680,319						
	Total	\$2,196,513						

and to meet said appropriation transfer the sum of \$73,838.00 from the Water Enterprise Fund, transfer the sum of \$14,768.00 from the Percy Walker Pool Enterprise Fund, and raise and appropriate the sum of \$2,107,907.00. **Motion Carried.**

**Article 5, Motion 2 – Operating Budget, Public Safety –** Moved and seconded that the Town vote to raise and appropriate the sum of \$6,151,397.00 for the following:

<b>210 Police</b>		<b>220 Fire</b>		<b>241 Inspection Services</b>	
Salaries	\$2,857,562	Salaries	\$2,157,713	Salaries	\$388,343
Expenses	\$231,750	Expenses	\$251,200	Expenses	\$25,200
Total	\$3,089,312	Total	\$2,408,913	Total	\$413,543
<b>295 Harbor/Coastal Mgt</b>		<b>Total Public Safety</b>			
Salaries	\$217,829	Salaries	\$5,621,447		
Expenses	\$21,800	Expenses	\$529,950		
Total	\$239,629	Total	\$6,151,397		

**Motion Carried.**

**Article 5, Motion 3 – Operating Budget, Public Works –** Moved and seconded that the Town vote to appropriate the sum of \$3,782,287.00 for the following:

<b>Central Building</b>			<b>Tarkiln Community</b>			<b>Animal</b>		
<b>192</b>	<b>Services</b>		<b>194</b>	<b>Center</b>		<b>292</b>	<b>Control</b>	
	Salaries	\$58,227		Expenses	\$16,200		Salaries	\$54,092
	Expenses	\$257,500		Total	\$16,200		Expenses	\$9,250
	Total	\$315,727					Total	\$63,342
<b>Lands &amp; Natural</b>								
<b>294</b>	<b>Resources</b>		<b>418</b>	<b>Central Fuel Depot</b>		<b>419</b>	<b>DPW Administration</b>	
	Salaries	\$366,862		Expenses	\$212,500		Salaries	\$251,053
	Expenses	\$42,000		Total	\$212,500		Expenses	\$27,350
	Total	\$408,862					Total	\$278,403
<b>421</b>	<b>Vehicle Maintenance</b>		<b>422</b>	<b>Highway/Road Maintenance</b>		<b>423</b>	<b>Snow and Ice</b>	
	Salaries	\$152,164		Salaries	\$427,118		Salaries	\$60,000
	Expenses	\$118,000		Expenses	\$65,000		Expenses	\$110,000
	Total	\$270,164		Total	\$492,118		Total	\$170,000
<b>424</b>	<b>Street Lights</b>		<b>431</b>	<b>Transfer Station</b>		<b>440</b>	<b>Sewer</b>	
	Expenses	\$38,000		Salaries	\$218,225		Salaries	\$15,311
	Total	\$38,000		Expenses	\$546,100		Expenses	\$210,500
				Total	\$764,325		Total	\$225,811
<b>491</b>	<b>Cemetery</b>		<b>Total DPW</b>					
	Salaries	\$368,015		<b>Salaries</b>	<b>\$1,971,067</b>			
	Expenses	\$158,820		<b>Expenses</b>	<b>\$1,811,220</b>			
	Total	\$526,835		<b>Total</b>	<b>\$3,782,287</b>			



and to meet said appropriation transfer the sum of \$19,923.00 from the Water Enterprise Fund, and raise and appropriate the sum of \$3,762,364.00.

**Motion Carried.**

**Article 5, Motion 4 – Operating Budget, Human Services** – Moved and seconded that the Town vote to raise and appropriate the sum of \$565,597.00 for the following:

<b>541</b>	<b>Council on Aging</b>	<b>543</b>	<b>Veterans Services</b>	<b>840</b>	<b>Plymouth County Coop</b>
	Salaries	\$342,372	Salaries	\$18,000	Ext
	Expenses	\$117,700	Expenses	\$87,325	Expenses
	<u>Total</u>	<u>\$460,072</u>	<u>Total</u>	<u>\$105,325</u>	<u>Total</u>
					\$200
					\$200
	<b>Total Human Services</b>				
	Salaries	\$360,372			
	Expenses	\$205,225			
	<u>Total</u>	<u>\$565,597</u>			

**Motion Carried.**

**Article 5, Motion 5 – Operating Budget, Library and Recreation** – Moved and seconded that the Town vote to raise and appropriate the sum of \$1,339,447.00 for the following:

610	Library		630	Recreation		633	Beach Life Guards	
	Salaries	\$872,074		Salaries	\$141,542		Salaries	\$16,770
	Expenses	\$300,261		Expenses	\$1,150		Expenses	\$650
	Total	\$1,172,335		Total	\$142,692		Total	\$17,420
632	North Hill Golf Course		692	Public Celebrations		Total Library and Recreation		
	Expenses	\$2,000		Expenses	\$5,000	Salaries	\$1,030,386	
	Total	\$2,000		Total	\$5,000	Expenses	\$309,061	
				Total	\$1,339,447			

**Motion Carried.**

**Article 5, Motion 6 – Operating Budget, Schools** – Moved and seconded that the Town vote to raise and appropriate the sum of \$28,946,458.00 for the following:

300	Total Duxbury Schools	
	Salaries	\$22,386,734
	Expenses	\$6,559,724
	Total	\$28,946,458

**Motion Carried.**

**Article 5, Motion 7 – Operating Budget, Shared Costs (Benefits, Insurance, and Debt Service)** – Moved and seconded that the Town vote to appropriate the sum of \$11,974,636.00 for Town and School shared costs as follows:

<b>Employee Benefits</b>		
916	Medicare	\$447,800
915	Life Insurance	\$12,710
	Employee Life & Health	
914	Insurance	\$6,400,000
911	Contributory Pensions	\$2,134,651
909	Non-Contributory Pensions	\$20,000
945	Workers Compensation	\$233,300
	Sub-Total Employee Benefits	\$9,248,461

<b>Other Shared Costs</b>		
	Fire, Liability,	
945	Insurance	\$261,850
132	Reserve Fund	\$100,000
	Sub-Total Liability Insurance/Reserve Fund	\$361,850

<b>Debt Service Town &amp; Schools</b>		
710	Principal Payments	\$1,797,726
751	Interest on Bonded Debt	\$526,599
752	Interest on Temporary Notes	\$20,000
753	Bond Expense	\$20,000
	Sub-Total Debt Service	\$2,364,325

<b>Total Town &amp; Schools Shared Costs</b>	<b>\$11,974,636</b>
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and to meet said appropriation, transfer the sum of \$63,575.00 from the Pension Reserve Fund, transfer the sum of \$24,110.00 from the Water Enterprise Fund, transfer the sum of \$4,821.00 from the Pool Enterprise Fund and raise and appropriate the sum of \$11, 882,130.00.

**Motion carried.**

**Article 5, Motion 8 – Operating Budget, Total Budget Summary All Motions** – Moved and seconded that the Town vote to appropriate the sum of \$54,956,335.00 as the operating budget of the Town for the fiscal year beginning July 1, 2011, exclusive of the Water Enterprise and Percy Walker Pool Enterprise budgets, for the following purposes and amounts:

Departments	Appropriation	Transfer	Raise
General Government	\$2,196,513	\$88,606	\$2,107,907
Public Safety	\$6,151,397		\$6,151,397
Public Works	\$3,782,287	\$19,923	\$3,762,364
Human Services	\$565,597		\$565,597
Library & Recreation	\$1,339,447		\$1,339,447
Education	\$28,946,458		\$28,946,458
Shared Costs	\$11,974,636	\$92,506	\$11,882,130
<b>Totals</b>	<b>\$54,956,335</b>	<b>\$201,035</b>	<b>\$54,755,300</b>

and to meet said appropriation raise and appropriate the sum of \$54,755,300.00 and transfer the sum of \$201,035.00 in accordance with the transfers voted in motions previously voted.

**Motion carried.**

**Article 5, Motion 9 – Water Operating Budget** – Moved and seconded that the Town vote to raise and appropriate the sum of \$2,515,403.00 as the Water Enterprise Budget and to meet this appropriation raise and appropriate the sum of \$2,515,403.00 from User Fees.

Operating	\$1,597,775
<u>Debt</u>	<u>917,628</u>
Total	\$2,515,403

**Motion carried.**

**Article 5, Motion 10 – Percy Walker Pool Enterprise Budget** – Moved and seconded that the Town vote to appropriate the sum of \$371,981.00 for the Percy Walker Pool Enterprise Budget and to raise and appropriate the sum of \$371,981.00 from User Fees.

Salaries	\$210,633
<u>Expenses</u>	<u>161,348</u>
Total	\$371,981

**Motion carried.**

**The meeting recessed at 12:05pm and reconvened at 1:07pm.**

**Article 6, Motion 1 – Capital Requests, General Government** – Moved and seconded that the Town vote to appropriate the sum of \$140,895.00 to purchase new computer-aided dispatch software for the Police and Fire Departments, and to meet said appropriation, transfer the sum of \$140,895.00 from Free Cash to be expended under the direction of the Town Manager.

**Motion carried.**



**Article 6, Motion 2 – Capital Requests, Public Safety** – Moved and seconded that the Town vote to appropriate the sum of \$96,267.00 for the following:

Police Department

Video Security System	\$12,414
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Fire Department

Refurbish 1992 Rescue/Dive Truck	\$20,000
Turnout Gear – 5 sets	\$12,000
SCBA Bottles	\$ 9,600

Harbormaster

Replace 2004 4x4 Truck	\$33,811
Automated External Defibrillators	4,100
Portable Radios	1,942
Thermal Imaging Camera	2,400

<b>Public Safety Total</b>	<b>\$96,267</b>
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and to meet said appropriation, transfer the sum of \$53,811.00 from Free Cash, and raise and appropriate the sum of \$42,456.00, all to be expended under the direction of the Town Manager.

**Motion Carried.**

**Article 6, Motion 3 – Capital Requests, DPW** – Moved and seconded that the Town vote to appropriate the sum of \$549,500.00 for the following:

Repair and Paint Town Hall Exterior	\$35,000
Organize Town Hall Archives	\$20,000
Replace 2000 Toro Grounds Master	\$87,500
Replace 2004 Half-ton Pick-up Truck	\$27,000
Replace 2002 Three-quarter ton Pick-up Truck	\$35,000
Replace Animal Control Pick-up Truck	\$23,000
Replace 2000 Six-wheel Dump Truck, H-19	\$161,000
Replace 2000 Six-wheel Dump Truck, H-14	\$161,000

and to meet said appropriation, transfer the sum of \$549,500.00 from Free Cash to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 4 – Capital Requests, Human Services** – Moved and seconded that the Town vote to raise and appropriate the sum of \$7,000.00 for the replacement of couches and chairs at the Duxbury Senior Center, to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 5 – Capital Requests, Library & Recreation** – Moved and seconded that the Town vote to appropriate the sum of \$76,000.00 for the following:

Library

Replace Five Workstations	\$4,000
Replace Carpet	\$2,000

Recreation

Repair Tarkiln Tennis Courts	\$15,000
Repair Wadsworth Tennis Courts	\$15,000

North Hill Golf Course

Repair or Replace Ladies Tees	\$15,000
Repair Sand Traps	\$25,000

and to meet said appropriation, transfer the sum of \$70,000.00 from Free Cash and raise and appropriate the sum of \$6,000.00, all to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 6 – Capital Requests, Schools** – Moved and seconded that the Town vote to appropriate the sum of \$434,275.00 for the following:

Network Upgrades (System-wide)	\$15,000
Wireless Technology at High School - Phase 2	\$15,000
Computer Replacement (System-wide)	\$80,800
Printer Replacement (System-wide)	\$36,000
Mobile Class Computer System (System-wide)	\$83,200
Smartboards	\$35,200
Construction/Renovation of Classrooms	\$35,000
White Marker Boards	\$10,000
Alden School Lighting Upgrade	\$124,075

and to meet said appropriation, transfer the sum of \$434,275.00 from Free Cash to be expended under the direction of the School Committee.

**Motion carried.**

**Article 6, Motion 7 – Capital Requests, Water** – Moved and seconded that the Town vote to appropriate the sum of \$318,900.00 for the following:

Engineering of Underground Injection Control Wells	\$10,500
System Rehabilitation	\$150,000
PCE Main Pipe Replacement	\$100,000
Replace 2004 Pick-up Truck	\$29,200
Replace 2006 Pick-up Truck	\$29,200

and to meet said appropriation, transfer the sum of \$318,900 from Water Department retained earnings, to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 7 – Personnel Plan** – Moved and seconded that the Town vote to amend the Town Personnel Bylaw, originally accepted March 12, 1955 and last amended March 13, 2010 by

incorporating the changes shown on the handout entitled "Recommended Changes to the Town Personnel Bylaw", a copy of which is on file in the Town Clerk's Office, and to raise and appropriate the sum of \$80,000.00 for the purposes of this Article. (See Appendix A).

**Motion carried.**

**Article 8 – Union Contracts** – Moved, seconded and carried to indefinitely postpone this Article.

**Article 9 – Rescind Debt** – Moved and seconded that the Town vote to rescind the balance of Authorized and Unissued Debt from the March 14, 2009 Annual Town Meeting Under Article 37 (Replace Chandler School Roof) as follows:

\$1,540,000.00 Authorized, and  
\$640,000.00 to be Rescinded

**Motion carried.**

**Article 10, Motion 1 – Council on Aging Revolving Fund** – Moved and seconded that the Town vote to re-authorize a Revolving Fund under M.G.L. Chapter 44 Section 53E½ to allow the Council-On-Aging to be credited with all fees and charges received from Senior Center programs, and to authorize the expenditure of an amount not to exceed \$70,000.00 from said revolving fund to be expended under the direction of the Council-On-Aging Director for Senior Programs.

**Motion carried.**

**Article 10, Motion 2 – GIS Revolving Fund** – Moved and seconded that the Town vote to re-authorize a Revolving Fund under M.G.L. Chapter 44 Section 53E½ to allow the Geographic Information Systems Committee to be credited with all fees and charges received from the provision of GIS services and to authorize the expenditure in an amount not to exceed \$6,000.00 from said revolving fund to be expended under the direction of the Town Manager, for GIS Program development.

**Motion carried.**

**Article 10, Motion 3 – Revolving Fund for Jaycox Tree Farm** – Moved and seconded that the Town vote to re-authorize a revolving fund under M.G.L. Chapter 44 Section 53E½ to allow the Conservation Commission to set fees and to be credited with all fees and charges received from the operation of the Jaycox Christmas Tree Farm and to authorize the expenditure in an amount not to exceed \$20,000.00 from said Revolving Fund to be expended under the direction of the Conservation Administrator for supplies and any needs of the Jaycox Christmas Tree Farm.

**Motion carried.**

**Article 10, Motion 4 – Hazardous Materials Response Revolving Fund** – Moved and seconded that the Town vote to establish a Revolving Fund under M.G.L. Chapter 44 Section 53E½ to allow the Fire Department to be credited with all fees and charges received as a result of reimbursable incidents allowed under Massachusetts General Laws Chapter 21E involving Hazardous Materials Releases, and to authorize the expenditure in an amount not to exceed \$50,000.00 from said Revolving Fund, to be expended under the direction of the Fire Chief for the replacement, repair, or purchase of equipment and supplies and for Administrative and Call



Firefighter wage expenses associated with fire operations and responses to hazardous materials incidents.

**Motion carried.**

**Charles Fargo presided over the meeting as Acting Moderator for the purposes of Article 11.**

**Article 11 – Duxbury Beach Lease** – Moved and seconded that the Town vote to raise and appropriate the sum of \$400,000.00 to be expended under the direction of the Town Manager for the purpose of leasing Duxbury Beach, being that portion of land in the towns of Duxbury and Plymouth owned by the Duxbury Beach Reservation, Inc. south of a line running approximately east to west along the northerly edge of the northerly parking area, at the east end of the Powder Point Bridge (subject to an area of land at High Pines used by the Duxbury Beach Reservation) and to authorize the Board of Selectmen to execute a lease in the name and on behalf of the Town for the period beginning July 1, 2011 and ending June 30, 2012 on such terms as may be approved by the Board of Selectmen.

**2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 12 – 4<sup>th</sup> of July Parade** – Moved and seconded that the Town vote to raise and appropriate the sum of \$10,000.00 to fund the Town of Duxbury's Fourth of July parade and ceremony, to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 13 – David Cutler Forest** – Moved and seconded that the Town vote to name the publicly owned land on Mayflower Street, shown as Parcel 100-502-074 on the Duxbury Assessors Maps, as the "David Cutler Forest".

**Motion carried.**

**Article 14 – Housing Allocation Plan** – Moved and seconded that the Town vote to adopt a plan for allocation of the resources of the Duxbury Affordable Housing Trust Fund for Fiscal Year 2012 in accordance with the provisions of Chapter 112 of the Acts of 2005 as follows:

**A. First Time Homeownership Program**

1. Provide gifts, grants, or subsidies to assist low income homebuyers to purchase a home in the town of Duxbury.
2. Purchase rights of first refusal to acquire existing dwelling units for sale to low income households.

**B. Conversion of Existing Properties**

1. Acquire and rehabilitate or redevelop existing residential units for purchase or rental by low income home buyers or tenants.
2. Acquire, redevelop or convert existing non-residential structures for low income housing purchasers or tenants.

**C. Develop New Affordable Housing Units**

1. Acquire and/or construct new residential units for purchase or rental by low income home buyers or tenants.

**Motion carried.**

**Article 15 – Cemetery Land** – Moved and seconded that the Town vote to approve the transfer of the care, custody, management and control of land from the Board of Cemetery Trustees to the Board of Selectmen, identified as lots 150B-501-432, 150B-501-433, and 150B-500-431 as shown on Duxbury Assessor Maps for the purpose of renovation and expansion of the Fire Station and for other town purposes and further to vote to approve the transfer of the care, custody, management, and control of land from the Board of Selectmen to the Board of Cemetery Trustees, that portion of land owned by the Town on lots 140F-500-014, 140F-500-016, 140G-500-027, 140G-500-057, and 140B-500-080 as shown on Duxbury Assessor Maps, as shown on a plan on file at the Office of the Town Clerk, for the purpose of future expansion of the cemetery and further to raise and appropriate the sum on \$15,000.00 for the purposes of this article, said sum to be expended under the direction of the Town Manager.

There was a motion to delete beginning line 5 with “and further to vote...” through line 9 ending with “... future expansion of the cemetery”. **Motion failed.**

**2/3 vote required – Received the requisite 2/3 vote called by the Moderator and the Article was carried as originally presented.**

**Article 16 - Fire Station Rehabilitation** – Moved and seconded that the Town vote to appropriate the sum of \$3,700,000.00 for the rehabilitation of the Fire Department Headquarters on Parcel 150-503-040 on Tremont Street, said sum to include construction costs and associated architectural, engineering, inspection, building fit-out, and related costs, and to meet said appropriation to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$3,700,000.00 under Chapter 44 of the General Laws or any other enabling authority, and to authorize the Town Manager to apply for and accept any gifts or grants for such project, said appropriation to be expended under the direction of the Town Manager, and said appropriation to be contingent upon approval by Town voters of a ballot question at an election, said ballot question to ask voters to allow the Town to exempt from the provisions of Proposition 2½ so-called, the amounts required to pay for the principal and interest on the bonds or notes to be issued for said purposes, and further to authorize the Board of Selectmen to negotiate and enter into a deed restriction on Parcel 150-500-431 for the purpose of limiting nitrogen activities on said parcel.

There was a motion to move the question. **2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried.**

Voting Article 16 - **2/3 vote required. Yes - 860 No - 39**  
**Received the requisite 2/3 vote - Motion carried.**

**Article 17 – New Police Station** – Moved and seconded that the Town vote to appropriate the sum of \$6,275,000.00 for architectural, engineering, and design services to prepare contract bid documents and to construct and furnish a new police station to be located on a portion of Parcel 140-500-039 on Mayflower Street as shown on a site plan on file with the Town Clerk, said appropriation to be expended under the direction of the Town Manager, and to meet said appropriation, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$6,275,000.00 under Chapter 44 of the General Laws or any other enabling authority, and to authorize the Town Manager to apply for and accept any gifts or grants for such project, said appropriation to be contingent upon approval by Town voters of a ballot question at an

election, said ballot question to ask voters to allow the Town to exempt from the provisions of Proposition 2½ so-called, the amounts required to pay for the principal and interest on the bonds or notes to be issued for said purposes, and further to authorize the Board of Selectmen to dispose of Parcel 130-507-011 containing the existing Police Station on terms in the best interest of the Town, in accordance with the requirements of Massachusetts General Laws Chapter 30B, Section 16.

There was a motion to amend the Article to only include funds to obtain bids for the project.  
**Motion failed.**

There was a motion to move the previous question.

**2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried**

Voting Article 17 as presented, **2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 18 – Model School Project** – Moved and seconded that the Town vote to appropriate the sum of \$2,900,000.00 for architectural and engineering fees associated with the schematic design of a new co-located High School and Middle School located on the site of the current Middle School, 71 Alden Street, Duxbury, MA, including owner's project manager and construction manager fees through the schematic design phase, said sum to be expended under the direction of the School Building Committee with the approval of the School Committee, and to meet said appropriation, the Treasurer with the approval of the Selectmen is authorized to borrow said sum, pursuant to M.G.L. Chapter 44, or any other enabling authority; that the Town acknowledges that the Massachusetts School Building Authority's ("MSBA") Grant Program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, and further provided that the appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2½), and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the design agreement that may be executed between the Town and the MSBA.

**2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Meeting recessed at 6:40pm until Monday, March 14, 2011 at 7:00pm.**

**Meeting was called to order on March 14, 2011 at 7:15 pm.**

There was a motion for Reconsideration of Article 18. **2/3 vote required. Motion failed.**

**Article 19 – CPC Operating Budget** – Moved and seconded that the Town vote, upon recommendation of the Community Preservation Committee, to raise and appropriate the sum of \$80,500.00 in accordance with M.G.L. Chapter 44B, for expenses and charges for the operation of the Community Preservation Committee, all for the Fiscal Year beginning July 1, 2011 and ending June 30, 2012, said funds to be expended under the direction of the Town Manager.

**Motion carried.**



**Article 20 – CPC Allocations** – Moved and seconded that the Town vote to raise and appropriate, upon recommendation of the Community Preservation Committee, the sum of \$483,000.00 for the purpose of meeting the requirements of the Community Preservation Act, M.G.L. Chapter 44B, Section 6, for the purposes of open space, community housing (affordable) and historic resources (preservation). **Motion carried.**

**Article 21- CPC, Old Town Hall Restoration** – Move and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$250,000.00 for the historic restoration of the Old Town Hall located on Tremont Street, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$250,000.00 from the Undesignated Fund balance of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Motion carried.**

**Article 22 – CPC, Keene Mill Foundation** – Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$30,000.00 for the historic restoration of the foundation of the Keene Mill located on Parcel 010-502-005 of the Duxbury Assessors Map, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$30,000.00 from the Historic Resources Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Motion carried.**

**Article 23 – CPC, Gravestone Restoration** – Move and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$58,000.00 for the historic restoration of gravestones at the Chestnut Street burial ground and the Mayflower Street old burial ground, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$58,000.00 from the Historic Resources Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Motion carried.**

**Article 24 – CPC, Blairhaven Purchase** – Moved and seconded that the Town vote to appropriate the sum of \$3,150,000.00 for the acquisition for recreation purposes, under the care and control of the Board of Selectmen, with a permanent Deed restriction under M.G.L. 184, of a fee simple interest in land, certain parcels of land, approximately 5 acres in area, identified as Parcels 200-470-053, 200-470-054, and 200-470-055 on the Duxbury Assessors Map and shown on a plan of land on file at the Office of the Town Clerk, and for costs related thereto; that to meet said appropriation \$950,000.00 shall be raised from estimated Community Preservation Fund annual revenue, \$1,400,000.00 shall be transferred from the FY2010 Undesignated Fund Balance of the Community Preservation Fund, and the Treasurer with the approval of the Board

of Selectmen is authorized to borrow \$800,000.00 under M.G.L. Chapter 44 and/or Chapter 44B, The Community Preservation Act, or any other enabling authority, and to further authorize the Board of Selectmen to solicit grants and gifts and receive and accept grants and gifts for the purposes of this article, and further to authorize the Town Manager to expend said sums of money from the Community Preservation Fund and any grants and gifts received for the purposes of this article; and that the Town Manager and the Board of Selectmen be authorized to enter into all agreements and execute any and all instruments, on terms and conditions they deem to be in the best interests of the Town and as may be necessary or convenient on behalf of the Town to carry out this vote.

There was a motion to move the previous question. **Motion failed.**

Voting Article 24, **2/3 vote required. Yes – 389 No – 209**  
**Did not receive the requisite 2/3 vote - Motion failed.**

On Monday, March 14, 2011 after Article 25 was voted, there was a motion to reconsider Article 24. **2/3 vote required. Yes - 274 No – 119**  
**Motion carried to reconsider.**

There was a motion to move the previous question (Article 24). **2/3 vote required.**  
**Yes – 301 No – 102. Motion carried.**

**Second and final vote on Article 24: Yes – 302 No – 116. 2/3 vote required, Motion carried.**

**Article 25 – CPC, Koplovsky Land Purchase** - Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$447,095.00 for the acquisition for Open Space purposes under the care and control of the Conservation Commission, as defined under M.G.L. Chapter 40, Section 8C, with a permanent Deed restriction under M.G.L. Chapter 184, of a fee simple interest in land, certain parcels of land, approximately 29 acres in area, identified as Parcels 020-031-000, 020-029-013, and a portion of 020-029-011 as shown on the Duxbury Assessors Map and as shown on a plan of land on file at the Office of the Town Clerk, and for costs related thereto, and to authorize the Board of Selectmen to solicit grants or receive gifts for said purchase and to meet said appropriation, transfer \$172,095.00 from the FY2010 Undesignated Fund Balance of the Community Preservation Fund, and to transfer the sum of \$275,000.00 from the Open Space Reserves of the Community Preservation Fund, and further to authorize the Town Manager to expend said sums of money from the Community Preservation fund for the purposes of this Article.

**2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried.**

There was a motion to reconsider Article 24. **2/3 vote required. Yes - 274 No – 119**  
**Motion carried.**

There was a motion to move the previous question (Article 24). **2/3 vote required.**  
**Yes – 301 No – 102. Motion carried.**

**See Article 24 for final vote of reconsideration.**

**Article 26 – CPC, Town Clerk Documentation Storage** – Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$9,550.00 for the purchase of document and storage equipment for the vault in the Office of the Town Clerk, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$9,550.00 from the Historic Preservation Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Motion carried.**

**Article 27 – CPC, Homeownership Assistance Program** – Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$330,000.00 to be added to the Duxbury Affordable Housing Trust to be used for the First Time Homeownership Assistance Program, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$330,000.00 from the Community Housing Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Motion carried.**

**Article 28 – Rescind CPA, Citizen Petition** – Moved and seconded that the Town vote to rescind its acceptance by the Town at its Annual Election on March 24, 2001 of the Community Preservation Act, Section 3 to 7 of Chapter 44B of Massachusetts General Laws, and further to place such rescission approved by the Town meeting on the Ballot for acceptance by the voters of the Town of Duxbury at the next qualifying Town or State Election.

**Motion failed.**

There was a motion to reconsider Article 28 – **Motion failed.**

**Meeting recessed at 10:45pm until Tuesday, March 15, 2011 at 7:00pm.**

**Meeting was called to order on March 15, 2011 at 7:05 pm.**

**Article 29 – Lincoln Street Easements** – Moved and seconded that the Town vote to authorize the Board of Selectmen to grant access and utility easements on a portion of parcels of land off Lincoln Street identified on Duxbury Assessors Maps as Parcels 120-500-002 and 120-502-008 as shown on plans of land filed at the Office of the Town Clerk, under terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town.

**2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 30 – Bay Farm Field** – Moved and seconded that the Town vote to authorize the Town Manager to enter into an agreement pursuant to authority contained in M.G.L. Chapter 30B for the management of the Bay Farm Field, Parcel 160-500-025, for a term of up to ten years.



There was a motion to amend the Article to add “passive recreation purposes” for the use of Bay Farm Field.

**2/3 vote required – Received the requisite 2/3 vote called by the Moderator - Motion carried.**

Voting Article 30, **2/3 vote required. Yes – 82 No – 180**  
**Did not receive the requisite 2/3 vote - Motion failed.**

**Article 31- Local Historic District**-Moved and seconded that the Town vote to adopt a new Chapter 12 to the General Bylaws to be known as the Local Historic District Bylaw as outlined in the Local Historic District Study Committee’s Final Report, dated December 7, 2010, as amended in accordance with a handout available at the Town Meeting, a copy of which is on file at the Town Clerk’s Office.

An amendment to remove the property at 489 Washington St. “to be neither designated nor included in the district.” 2/3 vote required - Received the requisite 2/3 vote and Carried.

The Town of Duxbury hereby creates a Local Historic District, to be administered by an Historic District Commission as provided for under Massachusetts General Laws, Chapter 40C, as amended.

### **12.1. Purpose**

The purpose of this bylaw is to aid in the preservation and protection of the distinctive characteristics and architecture of buildings and places significant in the history of the Town of Duxbury, the maintenance and improvement of their settings and the encouragement of new building designs compatible with the historically significant architecture existing in the Local Historic District(s) when this Bylaw was first adopted in 2011. This Bylaw does not seek to establish an architectural museum, but instead to inform concerning the historical process of architectural growth and adaptation to heighten a sense of educated pride in our heritage.

### **12.2. Definitions**

The terms defined in this section shall be capitalized throughout this Bylaw. Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in this Bylaw the following terms shall have the following meaning:

<b>“Alteration” or “To Alter”</b>	The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition and other similar activities.
<b>“Building”</b>	A combination of materials forming a shelter for persons, animals or property.
<b>“Certificate”</b>	A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship.

<b>“Commission”</b>	The Historic District Commission as established by this Bylaw.
<b>“Construct” or “To Construct”</b>	The act or the fact of building, erecting, installing, enlarging, moving and other similar activities.
<b>“Display Area”</b>	The total surface area of a Sign, including all lettering, wording, designs, symbols, background and frame, but not including any support structure or bracing incidental to the Sign. The Display Area of an individual letter Sign or irregular shaped Sign shall be the area of the smallest rectangle into which the letters or shape will fit. Where Sign faces are placed back to back and face in opposite directions, the Display Area shall be defined as the area of one face of the Sign.
<b>“District”</b>	The Local Historic District as established in this Bylaw consisting of one or more District areas.
<b>“Exterior Architectural Feature”</b>	Such portion of the exterior of a Building or Structure as is open to view from a public way or ways, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, Signs and other appurtenant exterior fixtures.
<b>“Person Aggrieved”</b>	The applicant; an owner of adjoining property; an owner of property within the same District area; an owner of property within 100 feet of said District area; and any charitable corporation in which one of its purposes is the preservation of historic places, structures, Buildings or districts.
<b>“Signs”</b>	Any symbol, design or device used to identify or advertise any place of business, product, activity or person.
<b>“Structure”</b>	A combination of materials other than a Building, including but not limited to a Sign, fence, wall, terrace, walk or driveway.
<b>“Substantially at Grade Level”</b>	Located at the existing or altered surface of the earth or pavement which does not/will not exceed one foot in height above the surface of the earth or pavement.
<b>“Temporary Structure or Building”</b>	A Building not to be in existence for a period of more than two years. A Structure not to be in existence for a period of more than one year.

### **12.3. District**

The District shall consist of one or more District areas as listed in Section 14 (Appendices) of this Bylaw.

#### **12.4. Commission**

- 12.4.1 The Commission shall consist of five (5) regular members appointed by the Board of Selectmen. When the Commission is first established, two members shall be appointed for one year, two members shall be appointed for two years, and one member shall be appointed for three years. Successors shall each be appointed for terms of three years. Vacancies shall be filled within 60 days by the Board of Selectmen by appointment for the unexpired term. All members shall serve without compensation. Three members of the Commission shall constitute a quorum.
- 12.4.2 The Commission shall include among its regular or alternate members, if practical, a Duxbury property owner who resides in each District containing more than one property owner, one Duxbury resident chosen from two nominees put forward by the Board of Realtors covering Duxbury, one Duxbury resident chosen from two nominees put forward by the chapter of the American Institute of Architects covering Duxbury, and one Duxbury resident chosen from two nominees put forward by the Duxbury Rural and Historical Society. If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Board of Selectmen may proceed to make appointments as it desires.
- 12.4.3 The Board of Selectmen may at its sole discretion, appoint up to a maximum of four (4) alternate members to the Commission for three (3) year terms. The available alternate members with the longest continuous length of service as an alternate may be substituted and vote on a one for one basis, in place of any regular member(s) who may be absent or has/have an actual or apparent conflict of interest, or in the case of a vacancy in the regular memberships.
- 12.4.4 Each member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.
- 12.4.5 Meetings of the Commission shall be held at the call of the Chairman, at the request of two members and in such other manner as the Commission shall determine in its Rules and Regulations.
- 12.4.6 A quorum is necessary for the Commission to conduct a meeting. At least three (3) members of the Commission (or Alternate Members with voting rights as to a matter(s) under consideration) must be present.

#### **12.5. Commission Powers and Duties**

- 12.5.1 The Commission shall exercise its powers in administering and regulating the Construction and Alteration of any Structures or Buildings within the District as set forth under the procedures and criteria established in this Bylaw. In exercising its powers and duties hereunder, the Commission shall pay due regard to the distinctive characteristics of each Building, Structure and District area.
- 12.5.2 The Commission, after public hearing, may by vote of two thirds (2/3rds) of its regular members (not to include alternate members) from time to time adopt, and from time to time amend, reasonable Rules and Regulations not inconsistent with the provisions of this Bylaw or M.G.L Chapter 40C, setting forth such forms and procedures as it deems desirable and necessary for the



regulation of its affairs and the conduct of its business, including requirements for the contents and form of applications for Certificates, hearing procedures and other matters. The Commission shall file a copy of any such Rules and Regulations with the office of the Town Clerk. Fees for all Commission matters shall be set by the Board of Selectmen.

- 12.5.3 The Commission, after a public hearing duly posted and advertised at least 14 days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Duxbury, may adopt and from time to time amend guidelines which set forth the designs for certain Exterior Architectural Features which will meet the requirements of the District. No such design guidelines shall limit the right of an applicant for a Certificate to present other designs to the Commission for approval.
- 12.5.4 The Commission shall at the beginning of each fiscal year hold an organizational meeting and elect a Chairman, a Vice Chairman and Secretary, and file notice of such election with the office of the Town Clerk.
- 12.5.5 The Commission shall keep a permanent public record of its resolutions, transactions, decisions and determinations and of the vote of each member participating therein.
- 12.5.6 The Commission shall undertake educational efforts to explain to the public and property owners the merits and functions of a District.

#### **12.6. Alterations and Construction Prohibited Without Certificate**

- 12.6.1 No Building or Structure, or any part thereof, which is within a District shall be Constructed or Altered in any way which affects the Exterior Architectural Features visible to the unaided eye from any point of the public way on which the underlying lot or property has frontage, viewed from a point that is no closer to the Building or Structure than the closest edge of pavement, or paved sidewalk if any, unless the Commission shall have first issued a Certificate with respect to such Construction or Alteration, except as this Bylaw otherwise provides
- 12.6.2 No building permit for Construction of a Building or Structure or for Alteration of an Exterior Architectural Feature within a District and no demolition permit for demolition or removal of a Building or Structure within a District shall be issued by the Town or any department thereof until a Certificate as required under this Bylaw has been issued by the Commission.

#### **12.7. Procedures for Review of Applications**

- 12.7.1 Any person who desires to obtain a Certificate from the Commission shall file with the Town Clerk and the Commission an application for a Certificate of Appropriateness or non-Applicability or of Hardship as the case may be. The application shall be accompanied by such plans, elevations, specifications, material and other information, including in the case of demolition or removal a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the Commission to enable it to make a determination on the application. The date of the filing of an application shall be the date on which a copy of such application is received by the office of the Town Clerk.
- 12.7.2 The Commission may appoint one of its members to initially screen applications for Certificates to

informally determine whether any application includes and/or is submitted with sufficient information upon which the Commission may reasonably take its required actions. Within fourteen (14) days following the first filing of an application for a Certificate with the Town Clerk, the Commission, at an otherwise appropriately convened meeting, or its appointee may determine without need for a public hearing that insufficient information has been provided, in which case the application may be once returned to the submitting party, with written advice as to what was considered to be lacking, and the applicant will then thereafter be required to re-file the application before any further Commission action is required. Any second filing of essentially the same application must be formally acted upon by the Commission as is otherwise provided in this Bylaw.

- 12.7.3 The Commission shall determine within fourteen (14) days of the filing of an application for a Certificate whether said application involves any Exterior Architectural Features which are within the jurisdiction of the Commission.
- 12.7.4 If the Commission determines that an application for a Certificate does not involve any Exterior Architectural Features, or involves an Exterior Architectural Feature which is not subject to review by the Commission under the provisions of this Bylaw, the Commission shall forthwith issue a Certificate of Non-Applicability.
- 12.7.5 If the Commission determines that such an application involves any Exterior Architectural Feature subject to review under this Bylaw, it shall hold a public hearing on the application, except as may otherwise be provided in this Bylaw. The Commission shall hold such a public hearing within forty-five (45) days from the date of the filing of the application. At least fourteen (14) days before said public hearing, public notice shall be given by posting in a conspicuous place in Town Hall and in a newspaper of general circulation in Duxbury. Such notice shall identify the time, place and purpose of the public hearing. Concurrently, a copy of said public notice shall be mailed to the applicant, to the owners of all adjoining properties and of other properties deemed by the Commission to be materially affected thereby, all as they appear on the most recent applicable tax list, to the Planning Board, to any person filing a written request for notice of hearings, such request to be renewed yearly in December, and to such other persons as the Commission shall deem entitled to notice.
- 12.7.5.1 A public hearing on an application for a Certificate need not be held if such hearing is waived in writing by all persons entitled to notice thereof. In addition, a public hearing on an application for a Certificate may be waived by the Commission if the Commission determines that the Exterior Architectural Feature involved, or its category, is so insubstantial in its effect on the District that it may be reviewed by the Commission without a public hearing. If the Commission dispenses with a public hearing on an application for a Certificate, notice of such application shall be given to the owners of all adjoining property and of other property deemed by the Commission to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the Commission may act upon such application.
- 12.7.6 The Commission shall grant a Certificate, or issue a written decision, within sixty (60) days from the date the pertinent application was filed (or re-filed in the event the application was once returned for lack of information), unless the applicant consents in writing to a specific enlargement of time



by which such an issuance may occur. In the absence of any such enlargement of time, should an issuance not be forthcoming within the prescribed time, the applicant is entitled as of right to a Certificate of Hardship.

12.7.6.1 If the Construction or Alteration for which an application for a Certificate of Appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a Certificate of Hardship, the Commission shall determine whether, owing to conditions especially affecting the Building or Structure involved, but not affecting the District generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this Bylaw. If the Commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the Commission shall issue a Certificate of Hardship.

12.7.7 By the concurring vote of at least three members who were present throughout any relevant public hearing and the Commission's discussion leading up to its finding, the Commission must adopt a specific written findings setting forth the basis on which it was initially determined that the application in question involved an Exterior Architectural Feature subject to approval by the Commission and may then:

- A. Grant an appropriate Certificate for the work to be performed, to remain effective regardless of any subsequent change in the ownership of the property; or
- B. Grant an appropriate Certificate for the work to be performed, to remain effective regardless of any subsequent change in the ownership of the property, with conditions and limitations requiring architectural or plan modifications as to those matters not excluded under Section 9 of this Bylaw which are within the Commission's review jurisdiction; or
- C. Deny the application with a written statement of the basis for the denial, at which time it may provide written recommendations for changes not excluded from the jurisdiction of the Commission by Section 9 of this Bylaw which, in a subsequent application, might be acceptable to the Commission; or
- D. Deny the application with a fact specific written statement of the basis for the denial without further recommendations, if essentially the same application has previously been the subject of a prior denial accompanied by written recommendations pursuant to sub-paragraph 7.7C above.

12.7.8 Should the Commission, during the course of reviewing an application, find that it does not have review jurisdiction under this Bylaw it shall make an appropriate finding of Non-Applicability.

12.7.9 Each Certificate or written decision upon an application by the Commission shall be dated and Signed by the Chairperson or such other person as the Commission may designate and shall be deemed issued upon filing with the Town Clerk.

12.7.10 Each Certificate or written decision upon an application by the Commission shall be promptly served on the applicant by the Town Clerk who shall promptly forward a copy thereof to the



applicant at the address shown on the application, by first class mail, postage prepaid, and a copy shall be further provided to the Building Commissioner, Planning Board and Board of Selectmen.

12.7.11 Nothing contained in this bylaw shall be deemed to preclude any person contemplating construction or alteration of a Building or Structure within a District from consulting informally with the Commission before submitting any application referred to in this bylaw on any matter which might possibly be within the scope of the Bylaw, and such informal consultations are in fact encouraged. Nothing contained in this bylaw shall be deemed to preclude the Commission from offering informal advice to a potential applicant prior to receiving an application. However, any such preliminary advice offered by the Commission shall not be deemed to set a precedent nor in any way limit the Commission in the exercise of its functions under this bylaw.

## **12.8. Criteria for Determinations**

12.8.1 In deliberating on applications for Certificates, the Commission shall consider, among other things, the historic and architectural value and significance of the site, Building or Structure; the general design, proportions, detailing, mass, arrangement, texture, and material of the Exterior Architectural Features involved; and the relation of such Exterior Architectural Features to similar features of Buildings and Structures in the surrounding area.

12.8.2 In the case of new Construction or additions to existing Buildings or Structures, the Commission shall consider the appropriateness of the scale, shape and proportion of the Buildings or Structure both in relation to the land area upon which the Building or Structure is situated and in relation to Buildings and Structures in the vicinity. The Commission may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or bylaw, however, such requirements shall not further limit the maximum floor area ratio and height of a Building as defined and permitted in the Duxbury Zoning Bylaw.

12.8.3 When ruling on applications for Certificates on solar energy systems as defined in Section 1A of Chapter 40A, the Commission shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

12.8.4 The Commission shall not consider interior arrangements or architectural features not subject to public view.

12.8.5 The Commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the District.

12.8.6 The Commission may impose requirements on the screening and location of above ground features of septic systems. Such requirements shall not conflict with requirements of the Duxbury Board of Health.

## **12.9. Exclusions**

12.9.1 The Commission's review jurisdiction shall not include the following:

- A. Temporary Buildings, Structures, seasonal decorations or Signs subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the Commission may reasonably specify.
- B. Terraces, walks, patios, driveways, sidewalks and similar Structures, provided that any such Structure is Substantially at Grade Level
- C. The number of the residents' personally owned or leased and regularly used motor vehicles which may be routinely parked within the boundaries of a residential property.
- D. Storm windows and doors, screen windows and doors, and window air conditioners.
- E. The color of paint applied to the exterior surfaces of Buildings or Structures.
- F. The color of materials used on roofs.
- G. Signs of not more than two (2) square feet in Display Area in connection with use of a residence for a customary home occupation or for professional purposes, provided only one such Sign is displayed in connection with each residence and if illuminated is illuminated only indirectly; and one Sign in connection with the nonresidential use of each Building or Structure which is not more than six (6) square feet in Display Area, consists of letters painted on wood without symbol or trademark and if illuminated is illuminated indirectly.
- H. The reconstruction, substantially similar in exterior design, of a Building, Structure or Exterior Architectural Feature damaged or destroyed by fire, storm, or other disaster, provided such reconstruction is begun within one year thereafter and carried forward with due diligence.
- I. The point of access served by handicapped access ramps designed solely for the purpose of facilitating ingress or egress of a physically handicapped person, as defined in M.G.L c.22 s13A.

12.9.2 Nothing in this Bylaw shall be construed to prevent the following;

- A. Ordinary maintenance, repair or replacement of any Exterior Architectural Feature within a District which does not involve a change in design, material or the outward appearance thereof.
- B. Landscaping with plants, trees or shrubs.
- C. The meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe, unhealthful or dangerous condition.
- D. Any Construction or Alteration under a permit duly issued prior to the effective date of this Bylaw.
- E. Upon request the Commission shall issue a Certificate of Non-Applicability with respect to Construction or Alteration in any category not subject to review by the Commission in accordance with the above provisions.

**12.10. Categorical Approval**

- 12.10.1 The Commission may determine from time to time after a public hearing, duly advertised and posted at least fourteen (14) days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Duxbury, that certain categories of Exterior Architectural Features, Structures or Buildings under certain conditions may be Constructed or Altered without review by the Commission without causing substantial derogation from the intent and purpose of this Bylaw.

### **12.11. Enforcement and Penalties**

- 12.11.1 No Alteration or Construction of any Building or Structure wholly or partially in a District for which a Certificate is required by this Bylaw shall deviate from the terms and conditions of such a Certificate.
- 12.11.2 The Building Commissioner of the Town of Duxbury shall enforce this Bylaw upon a determination by the Commission that a violation exists, and subject to the approval of the Town Manager, may institute proceedings in Superior Court pursuant to M.G.L. c.40C §13 for injunctive or other relief and/or imposition of fines.
- 12.11.3 The Commission, upon a written complaint challenging some enforcement action by the Building Commissioner, received by the Town Clerk within five (5) days following such decision, by a Person Aggrieved, or other citizen of or property owner in the Town of Duxbury, shall hold a timely public hearing to determine whether or not the Building Commissioner's action should be upheld, in whole or in part.
- 12.11.4 Whoever violates any of the provisions of this Bylaw shall be punishable by a fine of not less than \$10.00 nor more than \$500.00 for each offense under the provisions of M.G.L. c.40C §13. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

### **12.12 Appeals**

- 12.12.1 An appeal of a determination of the Commission, except as to the propriety of a decision to invoke the provisions of M.G.L. c. 40C § 13 (institution of an action in Superior Court) by the Building Commissioner, may be taken by a Person Aggrieved by filing a written request with the Town Clerk, acting as an agent of the Commission, within twenty (20) days of the issuance of a Certificate or a disapproval. In the event of such an appeal, the Duxbury Town Manager, or his delegate, shall make a timely request to the Metropolitan Area Planning Council that it promptly designate an arbitrator(s) with competence and experience in such matters to hear such an appeal. If such a person(s) is/are so designated he/she/they must hear the appeal in a timely manner and issue a written decision within forty-five (45) days of the request as specified in M.G.L. c. 40C § 12. The arbitration decision shall be binding on the parties, unless a Complaint seeking a further appeal is filed in Superior Court within twenty (20) days from the filing of the arbitration decision with the Town Clerk, pursuant to M.G.L. c. 40C § 12A.

### **12.13. Validity and Separability**

- 12.13.1 The provisions of this Bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Bylaw shall continue to be in full force and effect.



## **12.14. Appendices**

### **Appendix 1: Winsor Local Historic District**

The Winsor District shall be a District area under this Bylaw. The location and boundaries of the Winsor District are defined and shown on the Local Historic District Map of the Town of Duxbury, Sheet 1 - 2010 which is a part of this bylaw. The delineation of the District area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 1.

### **Appendix 2: Bradford Local Historic District**

The Bradford District shall be a District area under this Bylaw. The location and boundaries of the Bradford District are defined and shown on the Local Historic District Map of the Town of Duxbury, Sheet 2 - 2010 which is a part of this bylaw. The delineation of the District area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 2.

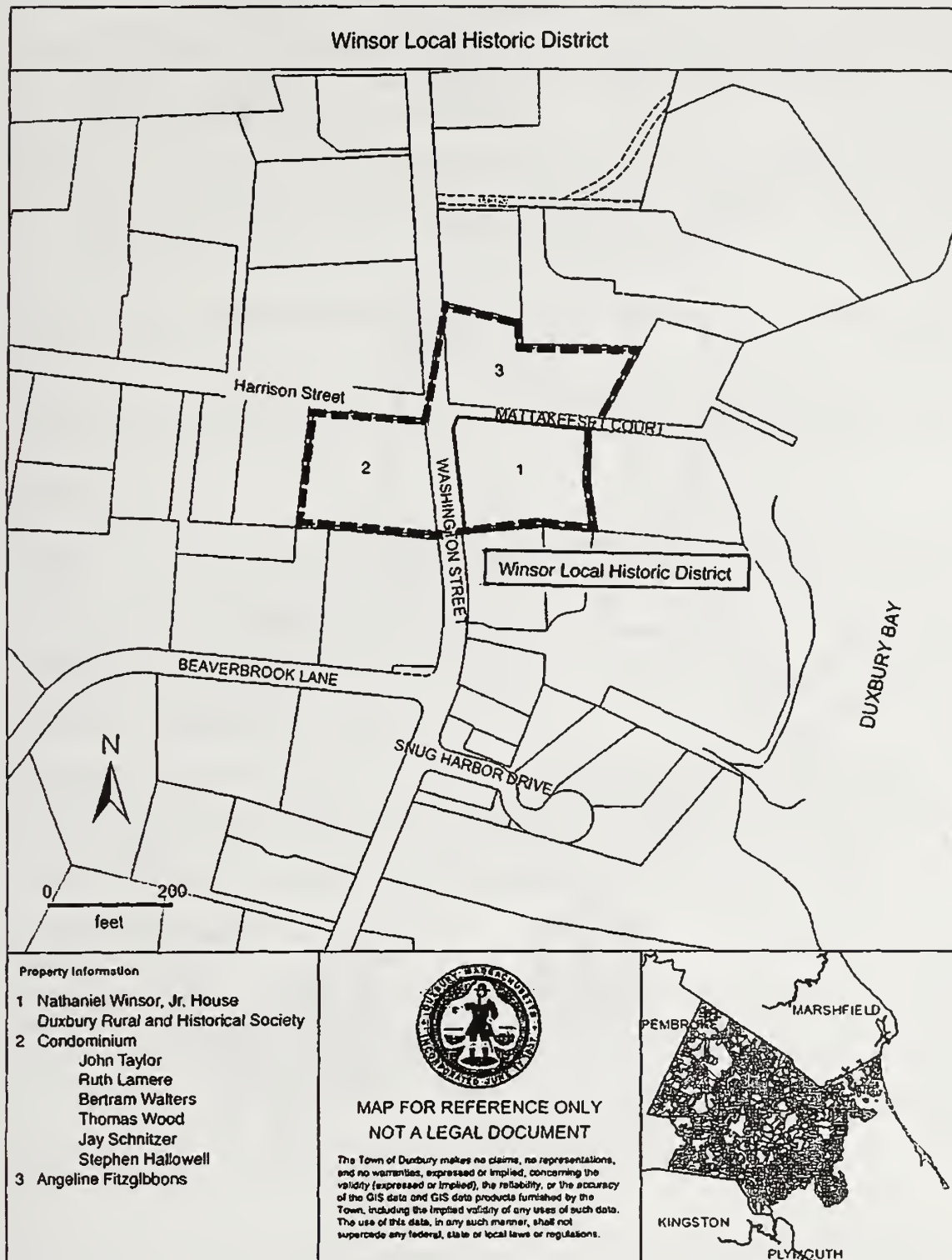
This map shall be amended to reflect the removal of Parcel 10 from inclusion in the Bradford Local Historic District.

Amended to exclude the "Fitzgibbons Property" ( Parcel 10 on Map #2) and changes to the Final Report dated 12-07-10 shown in a hand out with strike- outs at the Annual Town Meeting and on file at the Town Clerk's Office.

### **Appendix 3: First Parish Church Local Historic District**

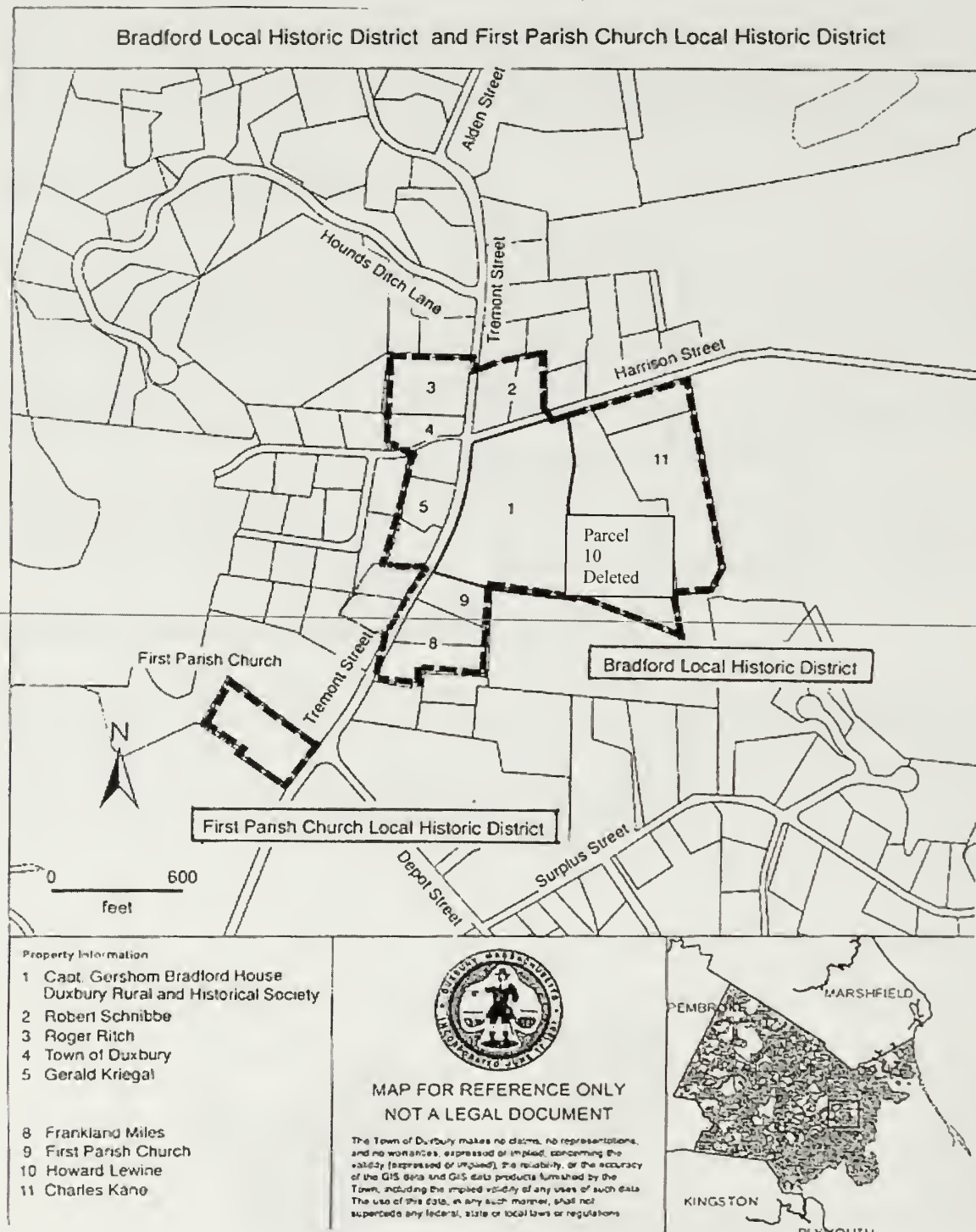
The First Parish Church District shall be a District area under this Bylaw. The location and boundaries of the First Parish Church District are defined and shown on the Local Historic District Map of the Town of Duxbury, Sheet 2 - 2010 which is a part of this bylaw. The delineation of the District area boundaries is based on the parcel boundaries then in existence and shown therein, except as otherwise apparent on Sheet 2.

*Duxbury Local Historic District Bylaw Appendix 1 Local Historic District Map of the Town of Duxbury Sheet 1 – 2010*



## Duxbury Local Historic District Appendix 2 & Appendix 3 (Church)

### Local Historic District Map of the Town of Duxbury Sheet 2 – 2010



Voting Article 31, as amended, 2/3 vote required. Yes – 194 No – 68  
Motion carried.



**Article 32 – Fire Hydrants** – Moved and seconded that the Town vote to amend Chapter 7, Section 10 of the General Bylaws as follows: (Insertions to original text are shown in ***bold italicized print***. Deletions from the original text are shown in ~~strike through format~~.)

#### **7.10 FIRE HYDRANTS**

**7.10.1** No person shall plant any tree, plant or bush or erect any fence or other structure so that it obstructs the view of a fire hydrant from the nearest street or highway, ***or so that it obstructs the operation of a fire hydrant.***

**7.10.2** ***Any property owner with a tree, plant, bush, fence or other structure which obstructs the view or operation of a fire hydrant as described in 7.10.1, shall remove the tree, plant, bush, fence or other structure within ten days of receiving written notice from the Fire Department.***

~~7.10.2~~ **7.10.3** No person shall remove or otherwise interfere with snow stakes at or near any hydrant.

~~7.10.3~~ **7.10.4** Violation of this by-law shall be punished by a fine, the amount of which shall be set by the Board of Selectmen. Each day a violation continues shall be a separate offense.

**Motion carried.**

**Article 33 – Amend Duxbury Protective Bylaw (ZBL) – Accessory Structure, Citizen Petition** – Moved and seconded that the Town vote to amend Section 302 of the Duxbury Protective Bylaw as follows:

Definition of an Accessory Structure:

**Existing Description to be amended:**

#### **Accessory Structure**

A structure, such as, a detached garage, shed, swimming pool, tennis court, pier, or greenhouse, located on the same lot with and accommodating a use accessory to the principal structure, or use of the lot, except a pier may be located on a lot adjacent to the principal structure.

**Proposed Citizens Petition Amendment:**

#### **Accessory Structure**

A structure, such as, but not limited to, a detached garage, shed, swimming pool, tennis court, pier, greenhouse, or a structure with finished living space that is not a “dwelling unit”, located on the same lot with and accommodating a use accessory to the principal structure, or use of the lot, except a pier may be located on a lot adjacent to the principal structure.

There was a motion to indefinitely postpone Article 33. **2/3 vote required.**

**Did not receive the requisite 2/3 vote - Motion failed.**

There was a motion to move the previous question (Article 33). **2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

Voting Article 33 – **2/3 vote required. Yes – 183 No - 61**  
**Motion carried.**

There was a motion for Reconsideration of Article 33.  
**Motion failed.**

**Article 34 – Amend Duxbury Protective Bylaw (ZBL), Accessory Structure (definition), Planning Board** – Moved and seconded to indefinitely postpone this Article.

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - motion carried.**

**Article 35 – Amend Duxbury Protective Bylaw (ZBL), Accessory Apartments** – Moved and seconded that the Town vote to amend Section 410 of the Duxbury Protective Bylaw as follows: (Insertions to original text are shown in ***bold italicized print***. Deletions from the original text are shown in ~~strike-through format~~.)

**410.6 Accessory Apartment Special Permit Regulations and Restrictions**

1. General – No accessory apartment shall be constructed in a single family dwelling without a special permit from the Board of Appeals as provided hereunder. For the purpose of this provision, single-family dwellings authorized under a special permit for a Residential Conservation Cluster or Planned Development shall be ineligible for an accessory apartment. Application for a special permit may be made to the Board of Appeals in the usual manner. The Board of Appeals may grant a special permit under 906.2 and Site Plan approval under 410.5 provided the following conditions are met. No construction shall commence without issuance of a building permit by the Zoning Enforcement Officer and no use or occupancy of the accessory apartment may occur until the Zoning Enforcement Officer has issued a certificate of occupancy.
2. The Board of Appeals may approve an application for a special permit to construct an accessory apartment where:
  - a. The accessory apartment does not exceed eight hundred fifty (850) square feet in area.
  - b. The accessory apartment does not require alteration or addition to the single-family dwelling in such a manner that there is any exterior change to the dwelling, so that the accessory apartment is located wholly within the building footprint in existence at the time of the special permit application. For the purpose of this section, exception shall be made only for installation of exterior doorways and means of egress at grade in conformance with Massachusetts Building Code.
  - c. The area of the lot on which the single family dwelling is located shall not be less than twenty thousand (20,000) square feet.
  - d. Sufficient parking area shall be provided, including at least one (1) additional space to serve the accessory apartment. Said ~~addition~~ ***additional*** space shall have access to the driveway serving the dwelling.
  - e. The applicant shall be an owner-occupant of the premises, and shall remain an occupant of either the principal dwelling or the accessory apartment.

- f. The Board of Health certifies that the existing or proposed septic system and expansion area comply with the requirements of Title 5 of the State Environmental Code and the Rules and Regulations of the Duxbury Board of Health, and is capable of serving both the single-family dwelling and the accessory apartment.
- g. The applicant submits floor plans of the proposed accessory apartment, a site plan in conformance with Section 410.5, and a plot plan as required under Section 905, all being acceptable to the Board of Appeals.
- h. The single-family dwelling is at least ten (10) years old at the time of the application for an accessory apartment special permit, and no additions or alterations as would have created additional living space were constructed in the single-family dwelling within ~~five (5) years~~ *one (1) year* of the date of application for special permit hereunder.
- i. *Upon approval, the Board of Appeals may require the applicant to record a restriction verifying that the apartment is accessory to a single family dwelling and that no application shall be made under Chapter 183A to convert the accessory apartment to a condominium.*

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - motion carried.**

**Article 36 – Resolution Regarding Density** – Moved and seconded that the Town vote to adopt the following:

Whereas the Town of Duxbury adopted a Comprehensive Plan in 1999 which endorses single density for lots;

Be it resolved that this Town Meeting reaffirms and supports single density;

And that we expect our Town Boards, Committees and employees to enforce single density planning.

There was a motion to remove the following clause: “Whereas the Town of Duxbury has become home to double density sites in the past few years;”

Moved and seconded to accept amendment – **Motion carried.**

**Non-binding vote: Yes – 93 No – 59**

**Article 36 - Motion carried.**

**Article 37 – Amend Duxbury Protective Bylaw (ZBL), Bed & Breakfast** – Moved and seconded that the Town vote to amend Article 300 of the Duxbury Protective Bylaw definition of a Guest House as follows: (Insertions to original text are shown in *bold italicized print*. Deletions from the original text are shown in ~~strike-through format~~.)

~~Guest House~~ *Bed and Breakfast* – A structure originally built as a dwelling, in which the operator resides, and not more than four guest units are offered for overnight lodging with or without meals  
and,



vote to amend Article 400 of the Duxbury Bylaw Section 410.3 #8 as follows: (Insertions to original text are shown in ***bold italicized print***. Deletions from the original text are shown in ~~strike-through-format~~.)

8. Bed and Breakfast/~~Guest House~~ within existing footprint of an existing single-family dwelling, in which the operator resides.

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 38 – Amend Duxbury Protective Bylaw (ZBL), Lot Coverage – Moved and seconded to indefinitely postpone this Article.**

**2/3 vote required. Yes – 102 No – 44**

**Motion carried.**

**Article 39 – Amend Duxbury Protective Bylaw (ZBL), Open Space (definition) – Moved and seconded to indefinitely postpone the article.**

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 40 – Amend Duxbury Protective Bylaw (ZBL), Parking Regulations - Moved and seconded to indefinitely postpone the article.**

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 41 – Amend Duxbury Protective Bylaw (ZBL), Use Variances – Moved and seconded that the Town vote to amend Article 900 of the Duxbury Protective Bylaw Section 906.3 Variances as follows: (Insertions to original text are shown in ***bold italicized print***. Deletions from the original text are shown in ~~strike-through-format~~.)**

To grant upon appeal or upon petition with respect to particular land or structures a variance from ~~including a use variance~~ the terms of this Bylaw where the Board of Appeals specifically finds that, owing to circumstances relating to the soil conditions, shape or topography of such land or structures and especially affecting such land or structures but not affecting generally the zoning district in which it is located, a literal enforcement of the provisions of this Bylaw would involve substantial hardship, financial or otherwise, to the petitioner or appellant, and that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this Bylaw. **Variances do not include use variances."**

**2/3 vote required. Yes – 57 No – 78**

**Motion failed.**

There was a motion for Reconsideration of Article 41.

**2/3 vote required.**

**Did not receive the requisite 2/3 vote called by the Moderator - Motion failed.**

**Article 42 – Re-zone Land, Owner Petition** - Moved and seconded to indefinitely postpone this Article.

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

There was a motion for Reconsideration of Article 42.

**2/3 vote required.**

**Did not receive the requisite 2/3 vote called by the Moderator - Motion failed.**

**Article 43 – Street Acceptance, Citizen Petition** – Moved and seconded that the Town vote to accept the layouts of Cushing Drive and Ice House Road as public ways in the Town of Duxbury, in accordance with the descriptions and plans now on file in the Town Clerk's Office, which are incorporated by reference: and authorize the acquisition in fee simple, by purchase, or by taking by eminent domain, the property within said ways.

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 44 - Potential Well-Site (Teakettle Lane)** - Moved and seconded to indefinitely postpone this Article.

**Received the requisite vote called by the Moderator - Motion carried.**

**Article 45 – Utility Easement, Percy Walker Pool** – Moved and seconded that the Town authorize the Board of Selectmen to grant NSTAR ELECTRIC COMPANY, its successors and assigns, or any licensee from it (hereafter called the Grantee) an easement to locate, relocate, erect, construct, reconstruct, install, operate, maintain, patrol, inspect, repair, replace, alter, change the location of, extend or remove transformers, together with service conductors and other necessary equipment and apparatus ("Equipment"), along, upon, under, across and over that certain parcel of Town owned land, namely:

Being a certain parcel of land situated at 175 St. George Street, Duxbury, as shown on a Deed dated March 25, 1936 and recorded in Book 1706, Page 2992 with the Plymouth County Registry of Deeds;

To provide rights for the Grantee, on terms and conditions deemed to be in the best interest of the Town by the Board of Selectmen.

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 46 – Utility Easement, Millbrook Water Station** – Moved and seconded that the Town vote to authorize the Board of Selectmen to grant VERIZON NEW ENGLAND, INC. and NSTAR ELECTRIC COMPANY, their successors and assigns, or any licensee from them (hereinafter called the Grantees) an easement to access, operate, maintain, connect, extend, replace, and remove poles, which may be maintained at different times with the necessary conduits, cables, wires, anchors, guys, supports and fixtures appurtenant thereto for the

transmission and/or distribution of telecommunications and/or electricity, upon, over and across that certain parcel of Town owned land namely;

Being shown on Duxbury Assessors Maps as Parcel 130-509-056 which is shown on a plan titled "Exhibit A" on file with the Office of the Town Clerk,

To provide rights for the Grantees, on terms and conditions deemed to be in the best interest of the Town by the Board of Selectmen.

**2/3 vote required.**

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 47 – Pilgrim Nuclear Power Station** – Moved and seconded that the Town vote to adopt the following:

Pilgrim Nuclear Power Station should not be relicensed to extend operations another 20 years until and unless:

- a) some third party assumes responsibility for cleanup after a severe nuclear reactor accident to pre-accident conditions, sets a cleanup standard, and identifies a funding source;
- b) all control rods have been inspected for cracking, material distortion and any other indication of degradation and those showing any of the foregoing replaced;
- c) Entergy either replaces all submerged electric cables, splices and connectors not designed or qualified for submerged or moist environments or develops a comprehensive aging management program to preclude moisture and adequately tests all cables that have been exposed to an environment for which it was not designed; and
- d) due to persistent levels of radioactive tritium in samples from Pilgrim's monitoring wells onsite, Pilgrim Nuclear Power Station's Buried Pipes and Tanks Inspection and Monitoring Program consists of a more robust inspection system, cathodic protection, a base line inspection prior to any license extension, and an effective monitoring well program that adheres to well-established protocols for proper design of monitoring networks. The current monitoring system does not meet reasonable standards for monitoring network design. The Clerk of Duxbury shall forward the text of this Article to the Town of Duxbury's State and Federal delegations, to all Select Boards within the Emergency Planning Zone of Pilgrim NPS, the Nuclear Regulatory Commission and Entergy Corp., so that the intent of the Citizens of Duxbury is widely known.

**Received the requisite vote called by the Moderator - Motion carried.**

**Article 48 – Stabilization Fund** - Moved and seconded to indefinitely postpone this Article.

**Received the requisite vote called by the Moderator - Motion carried.**

**Article 49 – Free Cash** - Moved and seconded to indefinitely postpone this Article.

**Received the requisite vote called by the Moderator - Motion carried.**



The Annual Town Meeting was adjourned sine die at 11:10pm on Tuesday, March 15, 2011

Total-	\$77,684,701.00
Tax Levy-	\$59,341,810.00
Free Cash-	\$673,311.00
Other available Funds-	\$3,994,580.00
Borrowing-	\$10,775,000.00

Attendance:

	<u>3-12-10</u>	<u>3-14-10</u>	<u>3-15-10</u>
Prec. 1 -	234	220	78
Prec. 2-	332	233	116
Prec. 3-	228	156	50
Prec. 4-	167	98	21
Prec. 5-	177	99	19
<u>Prec. 6-</u>	<u>135</u>	<u>94</u>	<u>27</u>
Total	1,273	900	311

Respectfully submitted,

Nancy M. Oates  
Duxbury Town Clerk

## Appendix A

# ***BY-LAW GOVERNING THE DUXBURY PERSONNEL PLAN***



***Effective July 1, 2011***

**BY-LAW GOVERNING THE DUXBURY PERSONNEL PLAN**  
**EFFECTIVE JULY 1, 2011**

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## BY-LAW GOVERNING THE DUXBURY PERSONNEL PLAN EFFECTIVE JULY 1, 2011

### PART I GENERAL PROVISIONS

#### 1. TITLE

The provisions of the By-law, Job Classifications, and Pay Ranges appended hereto shall be known as the Town of Duxbury Personnel Plan (hereinafter referred to as the Plan), which shall govern the personnel practices of all appointed and/or elected officials of the Town with regard to all employees except those specifically exempted herein.

#### 2. APPLICATION

The Plan shall apply to all employees except those positions filled by popular election and those under the direction and control of the School Committee, and those who have a separate employment contract with an appropriate authority; except where a collective bargaining agreement executed under the provisions of Massachusetts General Laws Chapter 150E contains a condition contrary to the provisions of the Plan. Provisions of the collective bargaining agreement shall prevail. Employees in positions certified as included in a collective bargaining unit shall be entitled only to those benefits as of the date of such certification. The Plan may be used as a guide for authorized officials in determining the compensation of, and personnel policies for, those employees exempted from this Plan. The purpose of the Plan is to provide guidelines to help ensure that sound human resource practices are applied equitably and reasonably and is not intended to be an employment contract. All employment is at the will of the Town and any and all of the Plan is subject to unilateral changes as recommended by the Town Manager and the Personnel Board and approved at Town meetings. Employees shall not assume that any part of this Plan will remain in force.

#### 3. DEFINITIONS

Probationary Employees are all new employees during the first 90 workdays of their employment. The probationary period shall be extended by the numbers of days absent from work, for any reason including holidays, during this period. If it becomes apparent at any time during this period that performance is not satisfactory, termination of employment shall take place immediately.

Management Employees are those who are on a fixed compensation for full time services as described in Part II.

Regular Full-time Employees are persons who regularly work at least 35 hours per week, or more than 1040 hours per year, but are employed for a designated number of hours per week for each week throughout the year. Overtime is paid after 40 hours.

Regular Part-Time Employees are persons who regularly work less than 35 hours per week, but at least 20 hours per week throughout the year for a minimum of 1040 hours per year. However, regular part time employees working fewer than 20 hours per week as of June 30, 2010 are eligible for paid vacation, personal and sick time on a pro-rata basis consistent with their regular work schedules. Employees hired after July 1, 2010 are ineligible for this paid time off.

Permanent Intermittent Police Officers are persons considered either regular full-time or part-time employees, subject to their scheduling and usage by the Police Department. 'Intermittent' is a Commonwealth of Massachusetts Department of Human Resources title that should not be confused with the Town's definition for 'regular intermittent employees'. Permanent Intermittent Police Officers who regularly work more than 20 hours per week are eligible for the Town's insurance benefits. Permanent Intermittent Police Officers hired before July 1, 2010 are also eligible to earn pro-rated paid time off benefits.

Regular Intermittent Employees are persons who work on an "as needed" basis determined by the workload in the department throughout the year.

Seasonal Employees are persons who are hired for specific periods of time due to seasonal demands.

Temporary Employees are persons who are hired for a limited period of time to replace regularly scheduled employees who might be absent for extended periods to assist during conditions caused by temporarily increased workloads.

Emergency Employees are persons who are hired for the duration of an emergency, which could result in the interruption of services essential to the health, safety and welfare of the people of the town. In no event will these persons be employed beyond 30 calendar days without the prior approval of the Town Manager. (See Section 10A)

Employee Work Schedule The Department Head shall file a work schedule with the Town Manager to show the number of days and hours per day each employee covered by the Plan shall be expected to work. This schedule shall be amended by the Department Head to reflect changes as they occur, and shall be filed in a timely manner with the Town Manager. All employees will receive at least one-half hour *unpaid* lunch break if required to work more than six (6) hours per day.

#### **4. TITLES OF POSITIONS**

The job titles in the compensation schedules shall be the official titles of all positions in the Plan and shall be the only titles used in the administrative or personnel records. All personnel except those exempt under Paragraph 2 must be classified under the Plan and paid only on the basis of duties actually performed.

#### **5. POLICIES** (All policies are subject to annual review and revision of the applicable statute.)

**a. Background Investigation Policy:** The purpose of this policy is to describe the terms and conditions under which background checks are conducted; background checks serve as an important part of the selection process.

The Town of Duxbury conducts background checks on all candidates post-offer (contingency offer). The Town may also use a third party administrator to conduct background checks. The type of information collected by this agency includes, but is not limited to, a criminal background check, education, driving record, employment history, and credit, professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment.

The Town will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

The Town reserves the right to make the sole determination concerning information or any employment decision arising out of the background check, and to require that all contractors who routinely perform work for the Town to be in compliance with this policy.

**Offer of Employment Process:** Once a candidate has been identified for hire, the hiring manager submits an Employment Recommendation Form to the Human Resources Officer for processing. At that time, the hiring manager will be notified to extend a contingency offer of employment to the finalist.

When verbally making the offer of employment to the successful candidate, the hiring manager must inform the candidate that the offer is contingent upon the successful results of the background check. The Human Resources Officer then conducts any and all applicable background checks on the final candidate.

#### **General Guidelines:**

- **NEW HIRES:** Background checks are required for all new hires. This includes all full-time, part-time, seasonal, temporary and part-time employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until Human Resources has verified results of the background check.
- **REHIRES:** A background check is required for all rehires.
- **EMPLOYMENT CONTINGENCY:** Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: The offer of employment is contingent upon the successful results of the background check.
- **AUTHORIZATION BY APPLICANT:** The candidate must authorize the background check. This is done by having the applicant complete the Authorization/General Release



Form. This form can be sent via e-mail to the candidate. To expedite the process, the candidate may fax the completed and signed form to the Human Resources Officer.

**STATEMENT ON SOCIAL JUSTICE:** Background investigations may produce reports of felony and misdemeanor convictions incurred by applicants or employees. Some of those convictions may be those that the Town considers to be social justice issues. Other convictions may be for situations that are not relevant because they occurred a long time ago, pose little or no threat to our employees, youth or vulnerable adults. The Town supports employees engaged in social justice issues and will give careful consideration to both the type and relevance of the actions that led to any arrests or convictions.

The Town acknowledges that racism, discrimination, and homophobia exist, and those issues shall be examined in reviewing individual reports. When the Town receives information about an employee or candidate that raises concerns, experts may be called in when necessary—including the Town's employment attorney and/or social justice advocates with special knowledge, sensitivity and experience with similar issues.

The Town also acknowledges that, while the background investigations may reduce the liability to our general resident population, especially the children, youth and vulnerable adults of our town and our employees but we are not necessarily safer because of the background investigations. Technology and state-to-state tracking of convictions are not totally reliable.

**Note:** All applicants must complete an Application for Employment and Authorization/General Release Form as those are required to be submitted to the third party administrator conducting the background check.

#### Verification of Background Checks

1. The results of the background check will be sent directly to the Human Resources Officer.
2. The Human Resources Officer will review the report, any discrepancies or criminal history noted. The Human Resources Officer reserves the right to consult with the hiring department, Town Manager, or any other pertinent office before a final determination is made.
3. If the background check is favorable, the Human Resources Officer will notify the hiring manager that the candidate is approved to begin employment.

#### Adverse Action Notifications

1. If a background check is returned with unfavorable results, the Human Resources Officer will notify the hiring manager.
2. The Human Resources Officer will contact the candidate to inform him/her that The Town of Duxbury is rescinding its contingent offer of employment and that he/she will receive written notification from our third party administrator including a summary of the candidate's rights under the Fair Credit Reporting Act. The third party administrator will give the candidate the opportunity to review a copy of the report, which informs him/her of his/her rights to dispute inaccurate information.

**b. Non Discriminatory and Anti-Harassment Policy** It is the goal of our town to promote a workplace that is free of discriminatory harassment ("harassment") of any type, including sexual harassment. Discriminatory harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as gender, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). Our town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment.

Because the town takes allegations of harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

### *I. Definitions*

"Harassment" means unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law. Harassment includes, but is not limited to:

1. Display or circulation of written materials or pictures that are degrading to a person or group as previously described.
2. Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group as previously described.

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct, whether intended or not, that has the effect of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town.

## ***II. Complaint Procedures***

All employees, managers, and supervisors of the town share responsibility for avoiding, discouraging and reporting any form of discriminatory harassment. The primary responsibility for ensuring proper investigation and resolution of harassment complaints rests with the Human Resources Officer or his/her designee, who will administer the policy and procedures described herein.

If any of our employees believe that he or she has been subjected to discriminatory harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally. In addition, residents, visitors, applicants, vendors, contractors, their agents and employees, or other third parties who believe they have been subjected to discriminatory harassment may also file a complaint with our organization using the procedures described herein. Furthermore, employees may also file a complaint, if they have been subjected to harassment from residents, visitors, applicants, vendors, contractors, their agents and employees, or any other third parties in the workplace, while performing work-related duties, or during other work-related activities.

Prompt reporting of harassment is in the best interest of our organization and is essential to a fair, timely, and thorough investigation. Accordingly, complaints should be filed as soon as possible following the incident(s) at issue. If you would like to file a complaint you may do so by



contacting the Human Resources Officer, or the Town Manager. These individuals are also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

### ***III. Complaint Investigation***

When we receive the complaint, we will promptly investigate the allegation in a fair and expeditious manner to determine whether there has been a violation of our policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include private interviews with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment. The complainant, the person alleged to have committed harassment, and all witnesses are required to fully cooperate with all aspects of an investigation. Attorneys are not permitted to be present or participate in the complaint investigation. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

Notwithstanding any provision of this policy, we reserve the right to investigate and take action on our own initiative in response to behavior and conduct which may constitute harassment or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

### ***IV. Protection Against Retaliation***

Harassment of employees occurring in the workplace, in connection with work-related travel, and/or work-sponsored events will not be tolerated. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

### ***V. Disciplinary Action***

If the town determines that harassment occurred, it will take action to end the harassment. Steps and other recommendations may include, but are not limited to, assessments, counseling, or treatment as a condition of employment; other steps may also include, and again are not limited to, warnings, probation, transfers, suspension, and/or termination of employment. The Town will also offer to the victim of harassment—upon request—counseling.

### ***VI. Frivolous Claims***

If an employee brings a claim that is known to be untrue, the employee may be subject to disciplinary action.

### ***VII. State and Federal Remedies***

In addition to the above, if you believe you have been subjected to discriminatory harassment of any type, including sexual harassment, you may file a formal complaint with either or both of the

government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident of when the complainant became aware of the incident.

**The United States Equal Employment Opportunity Commission ("EEOC")**

One Congress Street, 10<sup>th</sup> Floor  
Boston, MA 02114,  
(617) 565-3200

**The Massachusetts Commission Against Discrimination ("MCAD")**

Boston Office:  
One Ashburton Place, Room 601, Boston, MA 02108  
(617) 727-3990

Springfield Office:  
424 Dwight Street, Room 220, Springfield, MA 01103  
(413) 739-2145

Worcester Office:  
22 Front Street, 5<sup>th</sup> Floor, P.O. Box 8038, Worcester, MA 01641  
(508) 799-6379

**c. EQUAL EMPLOYMENT OPPORTUNITY POLICY (As outlined by Title VII of the Civil Rights Act of 1964)**

**I. Non-Discrimination in Employment**

The Town of Duxbury prohibits employment discrimination on the basis of:

- Age (40 and above),
- Physical, mental, or psychiatric disability,
- Genetics (results of genetic testing),
- Maternity leave,<sup>1</sup>
- National origin or ancestry,
- Race or color,
- Religion,
- Sex,
- Sexual orientation, or
- Active military status
- Prior military status
- Any other group deemed protected by a government agency

Unlawful discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by the Town. Further, any retaliation against an individual who has formally or informally complained about discrimination or has cooperated with an investigation of a discrimination complaint is

prohibited. To achieve our goal of providing a workplace free from discrimination, the conduct that is described in this policy will not be tolerated, and we will implement the procedure described below to address any potential inappropriate conduct.

The Town commits itself and its employees, within the context of state and federal civil rights laws, to ensure equitable participation of employees of all backgrounds in all of its daily operations.

This policy applies to all employment practices and employment programs sponsored by the town. This policy shall apply, but not be limited to, the areas of:

- Recruitment,
- Selection,
- Compensation and benefits,
- Professional development and training,
- Reasonable accommodation for disabilities or religious practices,
- Promotion,
- Transfer,
- Termination,
- Layoff, and
- Other terms and conditions of employment.

Because the town takes allegations of discrimination seriously, we will respond promptly to complaints and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose any necessary corrective action, including disciplinary action.

## **II. Discriminatory Harassment**

The town's separate Harassment Policy details our commitment to a workplace free to any verbal or physical conduct which is unwelcome, severe or pervasive, and related to membership or perceived membership in a protected class.

## **III. Reasonable Accommodation**

Employees seeking reasonable accommodations may submit their request in writing to the Town of Duxbury's Human Resources Officer.

## **IV. Discrimination Complaints**

If any of our employees believes that he or she has been subjected to unlawful discrimination, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the Human Resources Officer, who is also available to discuss any concerns you may have, and to provide information to you about our Equal Employment Opportunity policy and our complaint process. Alternatively, employees may contact any of the town's supervisors.



## **V. Discrimination Investigation**

The town will promptly investigate the allegation in a fair and thorough manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include private interviews with the person filing the complaint, the person alleged to have committed the discrimination, and relevant witnesses. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

## **VI. Disciplinary Action**

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may include counseling, verbal or written warning, suspension, or termination.

## **VII. State and Federal Remedies**

In addition to the above, if you believe you have been subjected to unlawful discrimination, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a time period of 300 days for filing a claim.

1. The United States Equal Employment Opportunity Commission (EEOC): One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200.
2. The Massachusetts Commission Against Discrimination (MCAD):  
Boston Office: One Ashburton Place, Rm. 601, Boston, MA 02108, (617) 994-6000  
Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103, (413) 739-2145  
Worcester Office: Worcester City Hall, 455 Main Street, Room 100, Worcester, MA 01608, (508) 799-8010

**d. Town of Duxbury Whistleblower Policy** (Reporting Suspected Violations of Law and Policy as outlined in MGL Ch. 149, Section 185)

The Whistleblower Policy of the Town of Duxbury: (1) encourages persons in appointed, elected and volunteer positions to come forward with credible information on illegal practices or serious violations of adopted policies of the Town of Duxbury; (2) specifies that Town of Duxbury will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. The Town of Duxbury encourages complaints, reports or inquiries about illegal practices or serious violations of the Town's policies, including illegal or improper conduct by the Town itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties,

accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects, on which the Town has existing complaint mechanisms, should be addressed under those mechanisms, such as matters of alleged discrimination or harassment which are handled via the Town's Human Resources channels, unless those channels are themselves implicated in wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. The Town of Duxbury prohibits retaliation by or on behalf of the Town against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Town reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential basis. The reporting party should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the Human Resources Officer, if this person is implicated in the complaint, report or inquiry, the complaint should be directed to the Town Manager. If both of those persons are implicated in the complaint report or inquiry, the complaint should be directed to the Chairperson of the Board of Selectmen. The Town of Duxbury will conduct a prompt, discreet and objective review or investigation; no party to the investigation, or the employee of the Town, shall disclose information about the review or investigation to anyone not involved in the investigation. Appointed, elected and volunteer positions must recognize that the Town may be unable to fully evaluate a vague or general complaint, report or inquiry.

All policies are subject to annual review and revision of the applicable statute.

## **6. PERSONNEL BOARD**

The Moderator shall appoint a Board of five members (hereafter called the Board) to advise on and review the administration of the Plan. Vacancies shall be filled by the Moderator without delay. Board members must not serve the Town in any other capacity other than "ex-officio" while serving on the Board and shall serve without compensation for three-year terms. Board members shall be voting citizens of Duxbury who have; the capacity for impartiality, human resources experience and breadth of outlook to meet the responsibility of the Board to represent both the employees and the taxpayers. The Board may employ assistance and may incur expenses, as it deems necessary subject to appropriation of funds.

## **7. DUTIES OF THE PERSONNEL BOARD**

- a. The Board shall advise on and review the administration of the Plan.
- b. Proposed substantial changes in job descriptions, new jobs, reclassifications of existing jobs and new rates for new jobs are to be reviewed by the Board for advice and comments prior to finalization.

- c. The Board shall periodically review the Plans of other towns, area pay rates and personnel policies and shall report to the Town Manager and recommend action appropriate to maintain a fair and equitable personnel program.
- d. The Board shall review such matters pertaining to personnel policies and administration as are referred to it by the Town Manager, and report and make recommendations to the Town Manager thereon.
- e. The Board may assist in the recruitment and preliminary screening of Town management applicants as requested.

## **8. DUTIES OF THE TOWN MANAGER**

- a. The Town Manager shall develop and maintain written job descriptions for all positions, which shall describe the primary responsibilities, general duties and requirements for filling jobs.
- b. The Town Manager may add new jobs to the Plan or reclassify existing jobs and authorize new rates for the new jobs.
- c. The Town Manager shall be responsible for establishing pay rates and salary ranges for all employees covered by the Plan unless otherwise provided herein.
- d. Department heads shall periodically review the written job descriptions under their jurisdiction and notify the Town Manager if any job description needs revision. The Town Manager, at least every three years, shall compare jobs subject to the Plan with their job description.

## **9. EFFECTIVE DATE**

This amended Plan shall be operative as of July 1, 2011.

## **10. HIRING OF NEW EMPLOYEES**

All new employees, except Emergency hires, shall establish their fitness for service with the Town by serving a ninety (90) working day probationary period.

Probationary employees shall be eligible for participation in the Group Insurance Program if they meet the conditions of the program.

Employees shall be hired within the salary range of the compensation schedule. Exceptions to this are allowable for newly hired employees using the following criteria:

- a. They possess exceptional qualifications and experience as related to the requirements of the job and as compared to employees currently in regular positions.



- b. Their most recent or current compensation is such that recruitment at the minimum would be difficult.

No position subject to this plan shall be filled (other than Emergency and Temporary hiring and where otherwise specified within the Plan) until such hiring has first been posted for seven (7) working days at the Office of the Town Clerk and the offices of the Department where the vacancy occurs and interested Regular Full-time and Regular Part-time employees' qualifications have been considered. Should such vacancy not be filled from within during these seven (7) working days, then such vacancy will be advertised in newspapers for at least two consecutive weeks.

Applicants for other than Emergency hiring may be required to pass a pre-employment physical examination given by a physician at the Town's expense and reported on the form provided. Fees shall be paid on a usual and customary basis.

No terms or conditions of employment other than those set forth in the Plan shall be offered to any applicants.

## **11. SPECIAL HIRING**

- a. Emergency Employee Hiring

In times of emergency, for a period not to exceed one week, the appropriate department head is authorized to hire Emergency Employees necessary to prevent the interruption of essential Town services. At all times the rate of pay should be reasonable and consistent with the applicable rate ranges. (See Section 3).

- b. Temporary Hiring

Employees needed to meet conditions caused by seasonal workloads or illness, or absence of regular employees may be hired. The department head may utilize informal procedures without prior approval by the Town Manager. They shall be hired at the applicable step of the appropriate grade consistent with their experience, but not to exceed the rate of pay of the incumbent. They shall be released at the earliest possible time, but no later than the return of the Regular employee. Within one week the department head shall notify the Town Manager of the employee hired, the need for such hiring, and the anticipated duration of employment.

- c. Notification

The department head shall certify to the Town Accountant the nature and duration of either Emergency or Temporary employment before payment may be made.

- d. Re-hire

If an employee who has been laid off because of reduction in force or released through no fault of their own is rehired within 2 years of such termination, only then in such event, will the employee be entitled to all benefits based on the original date of hire. Such employee shall be subject to a probationary period as stated in Part I Section 3 "Probationary Employee." An employee who resigns and is subsequently rehired shall be

entitled to benefits based on the date of re-hire. An employee separated for cause will not be rehired to any Town position without prior approval of the Town Manager. Employees who leave employment and are subsequently rehired lose any grandfathering status previously offered.

## **12. LEAVES OF ABSENCE**

The Town may grant unpaid leaves of absence to eligible employees for specific periods of time and for these reasons: medical, maternity, personal, and military service (other than summer military training) subject to the approval by the Town Manager. The Town may also grant special short-term leave of absence with pay for military reserve obligation (summer training), bereavement, and jury duty.

The Town grants leaves of absence under certain circumstances so that the length of service of the employee is protected. Accrual of service time will continue for the duration of a leave in accordance with the specific type of leave granted.

Any review or related merit award period occurring during an employee's leave will be delivered upon their return from leave. The only exception to this is a leave for military reasons.

A leave must be requested for a specific period of time. The reason for the leave will determine the maximum length of time that can be granted.

Upon the department head's approval of a leave of absence a Personnel Action Request Form will be submitted to the Town Manager.

### **A. FAMILY AND MEDICAL LEAVE POLICY**

It is the policy of the Town of Duxbury to provide leave in accordance with the Family and Medical Leave Act of 1993 ("FMLA").

All eligible employees are entitled to take up to twelve (12) work weeks of FMLA leave during a twelve month period under the following definitions and procedures.

#### **ELIGIBLE EMPLOYEES:**

Individuals who have worked for the Town for at least twelve months and provided at least 1,250 hours of service during the twelve months before the leave commences.

#### **ELIGIBLE EMPLOYEES ARE ENTITLED TO FMLA LEAVE FOR:**

1. The birth of a child and to care for the child or the adoption or placement for foster care of a child under the age of 18 (or over 18 if the child has a physical or mental disability and is unable to care for him/herself).
2. A serious health condition which prevents the employee from performing the functions of his/her job.
3. To care for a child, parent or spouse who has a serious health condition.
4. Military service or family military leave
5. Caring for a family member recovering from an illness or injury suffered while on active military duty up to 26 weeks of unpaid leave in a single 12 month period.

## **DEFINITIONS:**

CHILD: Biological, adopted or foster children, stepchildren, or the child of a person with legal guardianship or who has day-to-day responsibility to care for and financially support a child, even if there is no biological or legal relationship; foster child, a stepchild, a legal ward, or a child or a person standing in *loco parentis*.

CONCURRENT LEAVE: State and Federal mandated leave entitlements normally run concurrently with each other and with leave provisions under any applicable collective bargaining agreement or policy.

HEALTH CARE PROVIDER: A doctor of medicine or osteopathy authorized to practice medicine or surgery by the State in which the doctor practices; a clinical social worker or a Christian Science practitioner or any other person determined by the Secretary of Labor, to be capable of providing health care services as defined under FMLA regulations.

INTERMITTENT LEAVE: Time away from the job taken in separate blocks of time due to a serious health condition.

PARENT: The biological parent, or persons who had day-to-day responsibility to care for and financially support a child. Parents-in-law are not included.

REDUCED LEAVE SCHEDULE: Reduction in the number of hours per workday or workweek.

SERIOUS HEALTH CONDITION: An illness, injury, impairment or physical or mental condition that involves:

1. Treatment as an inpatient in a hospital, hospice or residential medical care facility; or
2. A health condition that requires continuing treatment by or under the supervision of a health care provider. Continuing treatment includes: a) two or more treatments by a health care provider; (b) two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; c) a single visit to a health care provider that results in a regimen of continuing treatment under the supervision of a health care provider.
3. A health condition that requires continuing treatment by or under the supervision of a health care provider for a chronic or long term health condition that is incurable or so serious that if untreated, would likely result in an absence from work of more than three days.

Examples of serious health conditions include: Heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, diabetes, epilepsy, asthma, alcoholism, emphysema, severe nervous disorders, injuries caused by serious accidents on or off the job, the need for prenatal care, childbirth and recovery from childbirth.

TWELVE MONTH PERIOD: The "rolling" twelve month period measured backward from the date any employee uses any FMLA leave.

SPOUSE: Defined in accordance with applicable State law, married couples that work for the Town are limited to a combined total of 12 workweeks during the 12 month period if leave is taken for birth or placement for adoption or foster care of a child or to care for a sick parent. Such leave to care for birth or placement for adoption or foster care of a child must be taken within 12 months beginning on the date of birth or placement for adoption or foster care.



## **PROCEDURE**

### **NOTICE OF INTENT TO USE LEAVE:**

Eligible employees will provide written notice of their intent to use FMLA leave to the Town Manager, thirty days in advance when the leave is foreseeable. For example, the birth or placement of a child for adoption, foster care, or planned medical treatment. When unforeseen events occur that require FMLA leave, the employees or a representative of the employee must provide written notice as soon as both possible and practical but in no event later than one or two working days of learning the need for the leave except in extraordinary circumstances. The notice will include the reason for the leave, the date the leave shall begin and the intended date of return.

When planning medical treatments, employees should consult with the Town when giving notice and make reasonable efforts to schedule the leave so as not to unduly disrupt the Town's operations.

### **MEDICAL CERTIFICATION:**

Leave to care for an employee's seriously-ill family member, or leave due to a serious health condition that makes the employee unable to perform the functions of the employee's job, must be supported by certification by a health care provider.

Employees must provide the certification within fifteen calendar days. If the need for leave was not foreseeable, the employee must still provide the certification as soon as both possible and practical thereafter. Certification shall include:

1. Identification of the practitioner and the type of medical practice.
2. The date the serious health condition commenced and the probable duration of the condition.
3. Diagnosis of the serious health condition.
4. Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency and duration of treatment, including referred or ordered treatment to other health care providers and whether inpatient hospitalization is required). For intermittent leave or leave on a reduced leave schedule, a statement of the medical necessity for such leave.
5. In instances of the employee's serious health condition:
  - a. statement that the employee is unable to perform work of any kind, or
  - b. statement that employee is unable to perform the essential functions of his/her position (as determined by the Town).
6. Instances of care for a family member:
  - a. statement that the family member is in need of the employee's assistance for basic medical, hygiene, nutritional needs, safety or transportation, or
  - b. statement that the employee's presence would be beneficial or desirable for the care of the family member.

Medical certification forms are available in the office of the Town Manager. If the Town has reason to doubt the validity of a medical certification, the employee may be required to obtain a second opinion from a health care provider designated by the Town at the Town's expense. If the two opinions differ, the Town may require a third opinion, which will be final and binding, from a

health care provider mutually agreed upon by the employee and the Town and at the Town's expense.

Re-certification by the health care provider is required every thirty days. Re-certification must include the same information contained in the initial certification.

Re-certification may also be required in the following instances:

- a. the employee requests an extension of leave;
- b. changed circumstances occur regarding the illness or injury;
- c. the Town's reception of information which casts doubts upon the continuing validity of the certification.

**NOTICE OF INTENT TO RETURN TO WORK:**

An employee will be required to report periodically to the Town on his or her status and intent to return to work.

**INTERMITTENT LEAVE/REDUCED SCHEDULE:**

FMLA leave may be taken on an intermittent or reduced leave schedule. Employees requesting an intermittent or reduced leave schedule must make a reasonable effort to schedule treatment so as not to unduly disrupt the Town's operations and administration, especially when the leave is foreseeable. The Town may require a temporary transfer to an alternative position with equivalent pay and benefits, if the employee is qualified for the position, to better accommodate the reoccurring periods of leave.

Leave for the birth or placement of a child may not be taken on an intermittent or reduced leave schedule basis.

**B. Maternity Leave Policy** (As outlined by the Massachusetts Maternity Leave Act (MMLA), MGL Ch. 149, Section 105D)

An employee who has completed the initial probationary period set by the terms of their employment or, if there is no such probationary period, has been employed by the same employer for at least three consecutive months as a full-time employee, is absent from such employment for a period not exceeding eight weeks for the purpose of giving birth or for adopting a child under the age of eighteen or for adopting a child under the age of twenty-three, if the child is mentally or physically disabled, said period to be hereinafter called maternity leave, and who shall give at least two weeks' notice to their employer of the anticipated date of departure and intention to return, shall be restored to their previous, or a similar, position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave. Said maternity leave may be with or without pay at the discretion of the employer.

Such employer shall not be required to restore an employee on maternity leave to their previous or a similar position, if other employees of equal length of service credit and status in the same or similar positions have been laid off due to economic conditions or other changes in operating conditions which have affected the employment of others during the period of such maternity leave; provided, however, that such employee on maternity leave shall retain any preferential consideration for another position to which they may be entitled as of the date of their leave.

Such maternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which said employee was eligible at the date of such leave, and any other advantages or rights of employment incident to their employment position; provided, however, that such maternity leave shall not be included, when applicable, in the computation of such benefits, rights, and advantages; and provided, further, that the employer need not provide for the cost of any benefits, plans, or programs during the period of maternity leave unless such employer so provides for all employees on leave of absence. Nothing in this section shall be construed to affect any bargaining agreement or company policy which provides for greater or additional benefits than those required under this section.

A notice of this provision shall be posted in every establishment.

For the purposes of this section, an "employer" shall be defined as in subsection 5 of Section One of M.G.L. Chapter One hundred and fifty-one B [MGL c.151B, §1 (5)].

An employee seeking maternity leave must give two week's notice of the anticipated date of departure and intent to return. "Anticipated" date of departure does not mean "exact" date. Thus, for example, an employee who gives birth prior to the anticipated departure date is entitled to start the maternity leave earlier. Likewise, an employee may desire to start the leave later or return from leave earlier than anticipated. It is expected that employers and employees will communicate in good faith with regard to making arrangements for such leave, taking into account the uncertainty inherent in delivery and adoption dates and the needs of the employer to plan in advance for an employee's absence. The MCAD enforces the MMLA. An employee, to initiate a formal action, must file a complaint with the MCAD. The complaint must be filed within 300 days of the alleged violation of the MMLA, subject only to very limited exceptions. A violation of the MMLA constitutes a violation of M.G.L. c. 151B, §4(11A). An aggrieved employee is therefore entitled to the same remedies under the MMLA as are available pursuant to M.G.L. c. 151B.

#### PAID LEAVE AND BENEFITS

In all circumstances, accrued vacation, personal and compensatory time must be used during qualified FMLA leave. In addition, sick leave must also be used to care for the employee's own serious health condition. Upon depletion of the available accrued paid leave, FMLA leave becomes unpaid leave. It is the total of this time, which will equal the twelve weeks of FMLA leave. During any portion of FMLA leave to which the accrued paid leave is applied, the employee will continue to accrue benefits and seniority. During any portion of FMLA leave, which is unpaid, the employee will not accrue benefits and seniority.

The Town will continue the contribution to the employee's group health plan during the FMLA leave unless the employee advised that he/she will not be returning to work. The employee will have his/her contribution deducted from the applied paid leave. Upon the depletion of said leave, and if the leave becomes unpaid, the employee must make arrangements to pay 102% of their health insurance premiums, unless the leave continues because of their own illness. These arrangements must be made in advance of the leave, especially if the leave is foreseeable.

If the employee's premium payment is more than 30 days late, his/her health coverage will be canceled. Employees experiencing severe financial hardship may petition the Town Manager for consideration of alternatives for payment of the employee premium. This may include but not be limited to: payment of employee health insurance premiums by the Town while on unpaid leave



and subsequent double deductions of health insurance premiums upon the employee's return to work. This petition must be made within the thirty days noted previously. The Town Manager will make a recommendation to the Board of Selectmen or their designee for final determination.

The Town will recover from the employee premiums paid during any period of unpaid FMLA leave if the employee fails to return to work after the FMLA leave entitlement has expired, except in instances of continuation, reoccurrence, or onset of qualifying FMLA leave circumstances or other circumstances beyond the control of the employee.

When circumstances allow for the Town to recover health insurance premium payments it made from a non-returning employee, the Town may deduct the amount due from any sums owed to the employee. For example: vacation or final paycheck.

#### RESTORATION TO POSITION:

An eligible employee who takes FMLA leave is entitled to be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the employee returns to work at the conclusion of leave of 12 work weeks or less.

Employees on FMLA leave due to their own serious health condition must submit certification from the health care provider that the employee is able to resume work, i.e. is fit for duty, before they can return to work.

#### DENIAL:

Conditions under which FMLA leave and/or reinstatement may be denied including (but not limited to):

1. ineligibility of employee,
2. unqualified for leave under the Family and Medical Leave Act,
3. employee fails to give timely advance notice for foreseeable leave (temporary denial up to thirty days after employee provides notice of need),
4. employee fails to provide in a timely manner, requested medical certification (temporary denial up to time of submittal),
5. employee fails to supply fitness-for-duty certificate (up to time of submittal),
6. if employee's job is eliminated during period of leave.
7. employee unequivocally advises Town of intent not to return to work,
8. fraudulent acquisition of FMLA leave, and
9. employment with another employer while on FMLA leave.

#### A-1 SMALL NECESSITIES LEAVE ("SNLA"):

All eligible employees are entitled to take up to a total of 24 hours leave during the 12-month period, as defined in the FMLA policy, to:

- (1) participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- (2) accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and

- (3) accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

"School" includes public and private elementary and secondary schools, Head Start programs, and children's day care facilities licensed under Massachusetts' law.

Eligible employees are individuals who have worked for the Town for at least twelve months and provided at least 1,250 hours of service during the twelve months before leave commences.

In all circumstances, accrued vacation and personal leave must be used for SNLA leave. Upon depletion of available accrued vacation and personal leave, SNLA becomes unpaid leave. Vacation and personal leave run concurrently with SNLA when the leave is for an SNLA a qualifying reason.

Eligible employees will provide written notice of their intent to use SNLA leave to the Town Manager seven days in advance when the leave is foreseeable. When unforeseen events occur that require SNLA leave the employee must provide as much notice as practicable.

All notifications, certifications and questions relating to this policy, must be submitted to the Town Manager.

- A. Extended Medical Leave: A medical leave may be extended until the employees are physically able to return to work, up to a period of six months. The duration of the medical leave must be supported by the employees' doctor in a written statement directed to the Town.
- B. Maternity Leave: Female employees will be granted a maternity leave of up to eight weeks for the purpose of childbirth, or for a male or female employee adopting a child under three years of age. Employees have to give notice of the date of their departure and their intent to return to work. The employee will return to her original position or a similar one. Leave under this provision runs concurrently with Family Medical Leave Policy.
- C. Personal Leave: The Town may grant a leave of absence for compelling personal reasons provided adequate arrangement can be made for employee's responsibilities during the absence. Employees must have been employed over one year as a regular full-time employee or have equivalent part-time service. The leave may not exceed three months. The employee must notify the department head far enough in advance to allow for the approval of the Town Manager and to make adequate arrangements. All accrued vacation time not used may not extend the period of such leave. All benefits will continue for the length of the personal leave to a maximum of three months. Total monthly group insurance premiums must be paid in advance by the employee.
- D. Military Employees who held permanent positions prior to entering military service are entitled to reinstatement. Employees inducted into the Armed Forces will be expected to show a copy of their military orders to their department head who will make a copy of these orders and send them to the Board for the employee's file.

Employees must present a certificate showing satisfactory completion of service. Employees returning from military service will be restored to their former position or a position of like status and pay if such employees apply for reinstatement within 90 days from date of honorable discharge from military service.

Once employees are reinstated they are entitled to the service date they had when they entered military service plus whatever additional service time they would have accumulated had they remained at their job. If the rate of pay for the same position has been increased, they are entitled to the higher pay.

The leave of absence will terminate upon an employee's failure to apply for reinstatement within 90 days of honorable discharge.

Service time will continue to accrue for the duration of a military leave, but will not accrue beyond a maximum of 5 years.

While in the Armed Service, insurance coverage will be discontinued.

#### 1. Reserve Obligation - Military Leave

The Town will grant a leave annually to permanent full-time employees who are ordered into military service for 15 days or less. This leave is in addition to the normal vacation to which they are entitled. The two-week military time will not be counted as vacation time unless requested by the employee. Reserve training will not be considered an interruption of Town Employment for purposes of computing service date.

Group insurance coverage will continue unchanged during this 15 day Reserve training period. If employees are called or volunteer for longer periods of active duty, all insurance benefits will cease as of the date they are placed on Military Leave.

E. Special Short Term Leave With Pay Special short-term leave with pay may be granted as follows:

1. Bereavement Employees shall have up to four consecutive days off for time necessarily lost, without loss of pay, in the event of a death in the employee's immediate family, namely, spouse, son, daughter, father, mother, brother and sister. This leave may be extended without pay at the discretion of the department head if unusual travel time is involved.

Employees shall have up to two (2) consecutive days off for time necessarily lost, without loss of pay, in the event of the death in the employee's family, namely, mother-in-law, or father-in-law, grandparent or grandchild. Employees shall have one (1) day off for time necessarily lost, without loss of pay, in the event of the death of the employee's brother-in-law, sister-in-law, aunt or uncle.

The days of this bereavement leave shall be reduced or not allowed if the period of funeral leave occurs while the employee is on vacation, on sick leave or other leave of absence.

The employee must notify the Department Head of this bereavement leave.

2. Jury Duty In order that the employees on jury duty will not lose time and money by being impaneled as jurors, the Town will reimburse the employees the difference in wages earned as a juror and what their normal earnings would have been had they been working for the Town.



The employees, upon receipt of notice, will immediately inform their department head of their call to jury duty. The department head should note on the payroll time sheet, and the moneys to be paid the employees to compensate them for the earnings lost while on jury duty. Employee's check or check stub from the court should be presented to the Town Accountant upon receipt for verification of wages earned.

In all cases jury duty shall conform to the procedures specified under the One Trial Jury System mandated by General Laws Chapter 234A.

3. Personal Days After the ninety (90) working days probationary period, up to three (3) days leave with pay may be granted by the Department Head in any one year for personal or private reasons. No deduction will be made from sick leave credit. Personal days may be granted to regular part-time employees on a pro-rated schedule commensurate with their annual hours worked. Personal days may not be accumulated and no payment shall be made at termination for unused days.

### **13. TERMINATION**

#### **a. Termination definitions**

Release is a separation initiated by the department head as the result of an individual's inability to perform the duties of the job for reasons other than cause.

Lay-Off is a separation initiated by the department head as a result of the elimination of a position due to reorganization or a lack of money or work.

Discharge is a permanent separation for cause initiated by the department head.

Resignation is a voluntary separation initiated by the employee.

#### **b. Pay:**

- (1) Regular full-time and regular part-time employees are entitled to termination pay as provided in the following schedule. Regular part-time employees shall be paid on a prorated basis. The department head shall determine the proper amount of termination pay and submit a Personnel Action Request Form to the Town Manager for approval.

<u>Reason for Termination</u>	<u>Amount of Termination Pay</u>
<i>Discharge</i>	None
<i>Release or Lay-Off:</i>	
Under 13 week's service	None
13 weeks to one year of service	1 week
1 year's service or more	1 week for each year of completed service to maximum of 10 weeks.
<i>Resignation:</i>	
Without notice	None
With notice*	Maximum of two weeks
Retirement	None

(1) The maximum may be given when the department head declines the offer of the employees to work out their notice period. Termination pay may not exceed the amount the employees would have earned had they been able to work out their notice period.

(2) If employees resign and work their two-week notice period, they are not entitled to termination pay.

(3) Probationary, Intermittent, Seasonal, Temporary and Emergency employees are not entitled to termination pay.

(4) Compensation shall continue to be paid for the period of time as indicated by the schedule in 12 (1).

- c. Employees who are terminated are to be paid for vacation time accrued and not taken at the time of termination.
- d. Group insurance policies for terminated employees shall be canceled as of the end of the last month actually worked. Eligible employees may continue enrollment in group insurance policies in accordance with municipal and statutory authority.

#### **14. GRIEVANCE PROCEDURE**

Step 1 Employees who allege a grievance shall, within five (5) working days of such grievance, file a written statement of the cause of complaint with their department head and the Town Manager. The department head shall immediately confer with the aggrieved employee and, within ten (10) days of receipt of the written complaint, render in writing to the Town Manager his/her recommendations to resolve the grievance.

Step 2 If employees disagree with the recommendations they shall, within five (5) working days of receipt of same, submit their written response to the Town Manager and their department head. Within fifteen (15) working days the Town Manager shall render a written decision on the alleged grievance, including any adjustments necessary to satisfy said grievance.

Step 3 The aggrieved employee (except in a discharge action) who may not be satisfied with the decision after Step 2, may within fifteen days request a review of the decision by the Personnel Board. The decision after Step 2, if not appealed within the time allowed, or after Step 3, shall be final and binding and immediate unless it involves the expenditure of moneys in excess of, or contrary to, the purposes for which moneys were appropriated at a Town Meeting.

#### **15. COMPENSATION GRADE APPEAL**

Any employee who believes that his or her job has been substantially altered or has higher ranked duties added since the job was last evaluated may appeal to his or her department head and the Town Manager. This request will be in writing and will provide complete details as to the assignment changes and implementation dates. The Town Manager will re-evaluate the job and render a decision within 31 days of the appeal. If the change is judged significant enough to warrant reclassification of the job or other necessary action, such will be made retroactive to the date of the employee's appeal.

## **16. TEMPORARY TRANSFER TO MANAGEMENT SCHEDULE**

Subject to the Town Manager's approval when the appointing authority determines it necessary to temporarily fill a higher pay grade, the assigned employee shall be paid no less than the minimum of the new range or 10% more than the employee's current rate, but not to exceed the maximum of the new pay rate provided that:

1. The employee is required to perform the full complement of duties, and
2. The assignment is thirty-one or more consecutive calendar days.

Should the employee be asked to perform less than the full complement of duties, but more than what is normally expected for thirty-one or more consecutive calendar days, the assigned employee may be paid up to 5% of the minimum of that position in addition to his/her current rate.

In neither of the foregoing situations will the employee receive compensation for an assignment of less than thirty-one consecutive calendar days; however, once the thirty-first day is passed, the employee shall receive retroactive pay to the first day of the assignment.

Upon completion of the temporary transfer, the employee shall return to his or her former position without loss of seniority benefits.

Any temporary transfer shall not exceed six months without the approval of the Town Manager and shall not in itself serve as a basis for a claim for upgrading on the part of the employees so assigned.

Situations may arise in which employees may be needed to work beyond the stipulated twelve (12) hour period. In such cases the department head making the assignment shall take into account the employees' ability to work safely and efficiently.

## **17. TUITION ASSISTANCE POLICY**

The Town of Duxbury will provide tuition assistance benefits to help employees pay for the cost of courses related to their job, in accordance with the following guidelines and subject to available funding.

1. Eligibility. All regular full time employees covered under the Plan, who have been employed for one year, are eligible for tuition assistance benefits.
2. Types of Courses. The following courses are reimbursable:  
Undergraduate and graduate courses offered through accredited colleges and universities if the department head and Town Manager determine that the course(s) relate to the employee's current assignment; and courses that are part of an approved degree-related program in which the employee has matriculated.
3. Amount of reimbursement. Tuition reimbursement will be provided up to five-hundred dollars (\$500) per semester or three-hundred thirty-three dollars (\$333) per trimester, whichever is applicable, with a maximum of one-thousand dollars (\$1000) per calendar year. Reimbursement is subject to receipt of Grade B or better.



4. Tax considerations. Reimbursement under this policy may result in taxable income to the employee.
5. Effect of employment termination. To be reimbursed, employee must still be employed by the Town at the time of receiving evidence of satisfactory course completion.

#### *Tuition Assistance Procedure*

Submission of application. Before starting a course, an employee must submit a written request for Tuition Assistance to his or her Department Head. The employee and Department Head will discuss the relevance of the course(s) to the employee's position and/or future goals.

Approval of application. If the course(s) fulfill the requirement of this policy, the Department Head will indicate approval by signing the form and will forward it to the Town Manager. The Town Manager will review the request and return it to the Department Head, either with a signed approval or with an explanation for the reasons for disapproval. Evidence of satisfactory completion. On completing approved courses, employees are required to submit to the Town Manager certified transcripts of their grades and original receipts for reimbursable tuition. If a course is not satisfactorily completed in accordance with the criteria outlined in this policy, no reimbursement will occur.

### **18. GENERAL**

- a. No *Regular* employee shall receive compensation for any hours worked on any part-time job under this Plan unless such part-time employment is authorized by the Town Manager in writing and then only when such work is performed other than during the employee's regularly scheduled hours.
- b. Retirement is a permanent separation at which time the employee receives an immediate retirement income under the Plymouth County Retirement plan for public employees.
- c. Employees in all Town departments are not required to work more than 12 hours in any 24-hour period. The twenty-four (24) hour period will begin at the start of the employee's regular shifts.
- d. No employee will be transferred or be hired into a department in which the applicant will be supervised by a relative or in which the applicant will be required to supervise a relative, except Call Firefighters.
- e. Employees shall perform the work described within their job description, as well as any other reasonable duties assigned by their supervisors, or in times of emergency, by any Town supervisor. Employees should strive to perform their duties enthusiastically and effectively in a spirit of community and cooperation with other town employees and departments.
- f. No employee who is filling a Regular Full-time position shall be hired into a second full-time job. In the event that an employee's part-time position becomes full-time concurrent with another full-time job, the employee shall be terminated from one of the positions.

## PART II

### MANAGEMENT PROVISIONS GRADE 5 AND ABOVE

1. The exempt Management classifications listed in the Compensation Schedule, are on a fixed compensation for full time service and receive no overtime premium. Both exempt and non-exempt salary adjustments are subject to merit review on the basis of recommendations of the employee's supervisor, Department Head, appointing officer or authority and the approval of the Town Manager. There are no automatic increases or cost of living adjustments. All regular Personnel Plan employees Grades 5-10 shall move through the ranges in accordance with the Salary Administration Guidelines.
2. Prior to appointment, no job offer shall be made by the appointing authority until verification of prior employment has been established and advising the Board of the pending action.
3. Salary Review Employees shall be reviewed by the appointing officer or authority for action annually on July 1. However, if employees have three months or less service as of July 1 their review shall be postponed until the next July 1. If employees have more than three but less than twelve months of service as of July 1 then they will receive a proportion of the merit based increase otherwise granted. Specifically, one/twelfth of the increase will be granted for each full month served to a maximum of twelve months. For example; if employees start on January 1 then they would have six months service as of July 1, resulting in one half of the increase otherwise granted.

Individuals who at the start of the fiscal year are at the maximum of the salary range and therefore no longer eligible for base salary increase, may be considered for a one time lump sum payment of up to \$1,500 at the discretion of the Town Manager based upon performance evaluation. (Lump sum payment shall not be considered increase in the base salary.)

Nothing in this section shall be construed as requiring that a salary increase be granted unless warranted by meritorious performance.

4. Performance Appraisal Employees shall be entitled to a formal written review of their performance annually, and new employees upon completion of three months service in accordance with the policies and procedures of the Board. Such appraisal shall, at the minimum, indicate how the employees have met their performance expectations during the just completed period and establish new expectations for the upcoming period.
5. Employees classified under this schedule are those whose duties include some form of managerial authority, actually directing the work of others, and who carry out their particular responsibilities by direction, but without supervision, and usually with specific responsibilities and authorities defined by statute or by-law.
6. Holidays: Management employees will be eligible for the same holidays as provided for Regular employees.

7. Vacation: Management employees shall be eligible for vacation in accordance with the following provisions:

- a. After the completion of 4 months of continuous employment, an employee shall be eligible for up to 5 days of paid vacation to be taken with prior written approval of the appointing authority.
- b. After the completion of 8 months of continuous employment, an employee shall be eligible for an additional 5 days of paid vacation to be taken with prior written approval of the appointing authority.
- c. After the completion of 12 months of continuous employment, an employee shall be eligible for an additional 5 days of paid vacation with prior written approval of the appointing authority. The total of the foregoing shall not exceed 15 days of paid vacation for the first 12 months of continuous employment.
- d. After completion of 60 months of continuous employment, an employee shall be eligible for 20 days of paid vacation to be taken with prior written approval of the appointing authority.

With regard to the above vacation time provisions only, employees hired prior to July 1, 1987 shall be governed by the Plan effective July 1, 1986.

The following provisions in this section apply to all management employees irrespective of hire:

- a. After completion of 25 years of continuous employment, an employee shall be eligible for up to 25 days of paid vacation to be taken with prior written approval of the appointing authority.
- b. The appointing authority may request, due to operational necessity that vacation time be accumulated for up to one year beyond the period during which it was earned.
- c. All vacation time must be scheduled with advance written approval of the employee's Department Head, or the appointing authority, with a copy to the employee's personnel file.
- d. All available vacation time must be scheduled and used each fiscal year. Unused time will be lost unless the appointing authority has provided prior written approval for carryover of up to 5 days.
- e. In the event of the death of an employee payment of any vacation time earned, but not taken, shall be made to the employee's designated beneficiary.

8. Family Sick Time: All eligible *Regular Full-Time employees* may use up to 40 hours of their available sick time, per fiscal year, to care for an ill member of their immediate family; child, stepchild, parent, spouse, foster child or ward who lives with the employee. Other situations will be reviewed on a case by case basis. *Regular Part-Time* employees may use a pro-rata amount of their available sick time consistent with their work schedules.

9. Disability Leave: In cases of prolonged absences due to accident or illness, salary shall be continued for the period of the disability up to a maximum of six months subject to certification by a physician that the employee is unable to work. Such certification shall be provided to the Town Manager upon its request. Absences not separated by a period of thirty days will be considered the same disability for purposes of this paragraph. At any time during



this leave, the Town Manager may appoint a physician to verify the employees' condition. If disability continues beyond a six-month period, employees will be considered on an unpaid leave of absence. Leave taken under this paragraph will be considered Family and Medical Leave.

10. Service Pay on Retirement When employees retire from a Classification in the Compensation Schedule and receive immediate retirement income from the Plymouth County Retirement Association or other appropriate retirement system, they shall be entitled to one week's pay for each year of continuous service to the Town up to a maximum of ten (10) weeks.

Such service pay on retirement shall be paid at the time of retirement provided the employee has submitted, in writing, a notice of intent to retire at least six (6) months in advance. If employees fail to submit such written notice to the Town as specified their service pay may be deferred to the next fiscal year.

### **PART III**

#### **NON-MANAGEMENT PROVISIONS**

##### **GRADE 1, 2, 3, and 4**

#### **1. RATE RANGES**

- a. All employees in Grades 1, 2, 3 and 4 shall move through the ranges in accordance with the Salary Administration Guidelines.

Employees denied an increase have a right of appeal to the Town Manager. The Town Manager shall confer with the employee and appropriate department head prior to determining the merits of the appeal.

#### **2. Performance Appraisal**

New Regular Full and Part Time employees having performed 6 months of service are eligible for performance review. Thereafter all Regular Full and Part-Time employees shall be eligible for a performance evaluation and relational merit review annually.

Intermittent, Seasonal and Schedule R employees shall receive a performance evaluation, and are eligible for a merit based increase after one year of service, and every year thereafter following each season or year, whichever is sooner.

Emergency, Temporary, Schedule A and B employees receive a performance evaluation annually, but no increase other than changes to the compensation schedule approved by Town Meeting.

Progression to the Maximum: Progression through the range is not automatic but based on performance and merit increases as recommended by the appropriate supervisor and department head, with the approval of the Town Manager.

Employees denied an increase under the foregoing provisions shall be informed in writing, with a copy to the Town Manager and the Personnel Board, of the following:

1. the reason(s) for the denial
2. the suggested areas for improving their performance
3. the time period for further review of performance

Employees who do not improve their performance may be terminated.

## **2. PROMOTIONS AND TRANSFERS**

- a. An employee transferred or reclassified to a job in the same grade will transfer without any change in rate of pay.
- b. Employees transferred to a higher grade shall be paid within the current Compensation Schedule.
- c. An employee transferred to a job in a lower grade shall be credited with previous service in a higher grade in establishing allocation in the lower grade.
- d. The Town Manager may approve the temporary transfer of employees to other positions. If the temporary transfer is to a higher level position within Grade 1, 2, 3 and 4, such employees shall be compensated, effective retroactively, on the thirty-first (31) day in the new assignment at an appropriate rate as determined by the hiring officer or authority and approved by the Town Manager. If the transfer is to a lower level position, such employees shall maintain their present rates of pay. The employee shall continue to accrue, for the duration of the temporary assignment, all benefits they would have accrued had they remained in their former positions.

For any temporary transfer, the appointing authority shall present to the Town Manager its plans for the position. The Town Manager shall review the plans and determine appropriate action. Temporary transfers may not exceed six months without the specific approval of the Town Manager.

## **3. SPECIAL PAY**

- a. Call-Back: Non-exempt salaried personnel employed under Grades I, II and IIA who are called from their homes to perform unscheduled work shall be paid at the appropriate rate, but shall receive no less than three hours pay.
- b. Overtime: Non-Exempt employees classified in Grades I, II and IIA shall receive pay at one and one-half times their regular hourly rate for work performed after forty (40) hours. In no event will an employee be paid overtime pay for time not worked.
- c. Overtime Distribution: Overtime, as determined by the department head, shall be distributed as equitably as possible during each calendar year among the employees within their classification, in their department, provided that overtime is first offered on a rotating basis to Regular full-time employees of the department.

## **4. HOLIDAYS**

Regular employees shall be granted the following eleven paid holidays each year:

New Year's Day  
Martin Luther King, Jr. Day  
Labor Day  
Christmas Day

Memorial Day  
Independence Day  
Thanksgiving  
Patriots' Day

Columbus Day  
Veterans Day  
President's Day

Holidays falling on Sunday shall be celebrated on Monday and holidays falling on Saturday shall be celebrated on Friday. Employees under Schedule P.S., required to work on any of the above specified holidays, shall be paid holiday pay at their regular straight time rate in addition to their regular pay for that day.

Full-time employees who are required to work on an emergency basis on Thanksgiving Day, Christmas Day, or New Year's Day shall be paid at the rate of time and one-half in addition to the holiday pay.

Regular Part-Time, Intermittent, and Seasonal employees except those in Schedules A, B, and R shall be granted holiday pay if their regular work schedule calls for working on the holiday. If on a part-time schedule, payment will be made for the number of hours the employee would have been scheduled to work had the day not been a holiday.

## **5. VACATION**

Vacation pay will be based on the normal weekly hours of employment as defined by the Board (exclusive of overtime) during thirty weeks preceding July first and at the rate at the time the vacation is granted. Any dispute regarding the computation of vacation pay shall be referred to the Town Accountant and Town Treasurer and their decision shall be accepted by the employee or submitted as a grievance.

Vacation shall be taken at the employee's convenience, but subject to the department head's approval, which is based on the need to maintain departmental operating efficiency.

Vacations with pay will be granted to Regular Full-Time employees as follows:

- a. In the instance of employees who have been employed for less than thirty (30) weeks as of July first in the current year, vacation leave of one day shall be granted with full pay for each three weeks of employment provided that (1) such vacation leave shall not exceed ten days, and (2) such vacation credit shall be calculated from the first day of employment.
- b. Vacation leave of 10 days shall be granted to any employee who as of July first has been employed by the Town for at least one year, but less than five years.
- c. Vacation leave of 15 days shall be granted to any employee who as of July first has been employed by the Town for five years but less than ten years.
- d. Vacation leave of 20 days shall be granted to any employee who as of July first has been employed by the Town for ten or more years but less than twenty-five years.
- e. Vacation leave of 25 days shall be granted to any employee who as of July first has been continuously employed by the Town for twenty-five (25) or more years.
- f. Employees who are eligible for vacation under this section and whose services are terminated through no fault or delinquency of their own, by resignation (if two weeks' notice has been given previously), retirement or entrance into the armed forces, even if the employees are on sick leave at the time, shall be paid vacation that has accrued but has not been taken in the vacation year prior to such termination. In addition, payment shall be made for that portion of the vacation allowance earned in the vacation year during which



such dismissal, resignation, retirement or entrance into the armed forces occurred up to the time of the employee's separation from the payroll.

- g. Upon the death of employees eligible for vacation pay under this section, payment shall be made to the designated beneficiaries of the deceased in the amount equal to the vacation allowance as accrued in the vacation year prior to the employee's death, but which had not been granted. In addition, payment shall be made for that portion of the vacation year during which the employees died, up to the time of their separation from the payroll.
- h. Listed below is a table to be used to calculate the prorated number of vacation leave days earned by employees during the fiscal year in which their fifth (5<sup>th</sup>), tenth (10<sup>th</sup>) or twenty-fifth (25<sup>th</sup>) year employment anniversary date occurs.

<u>If anniversary date occurs during the month of:</u>	<u># of additional days earned</u>
July	5
August	4
September	4
October	3
November	3
December	2
January	2
February	2
March	1
April	1
May	0
June	0

Vacation with pay will be granted Regular Part-Time employees on a prorated schedule commensurate with their annual hours of work.

All available vacation time must be scheduled and used each fiscal year. Unused time will be lost unless the appointing authority has provided prior written approval for carryover of up to one week. Extra pay may not be given in lieu of vacation

Intermittent, Seasonal, Temporary, and Emergency employees receive no vacation.

## **6. PAID LEAVE DUE TO INJURY OR ILLNESS**

The Town will protect the earnings of eligible employees for periodic illnesses to a maximum of one hundred and twenty hours per year accumulative. (Refer to paragraph c.) The Town recognizes the fact that from time to time employees are unable to report to work because of sickness. It is the desire of the Town to protect the income and ease the financial burden of our employees during these occasional illnesses; however, it is not the intent of the Town that this policy provides additional "vacation" time to employees. Unjustified absences will be treated as disciplinary situations. For the benefit of the health and welfare of the employee, the Town expects the employee to secure prompt medical advice.

- a. All *Regular Full-Time* employees are eligible to receive sick pay benefits, provided they have completed ninety days continuous service. *Regular Part-Time* employees working at least 20 hours per week, and *Regular Part-Time* employees working fewer than 20 hours per week but hired before July 1, 2010, will receive a pro-rata amount that is consistent

with their work schedules. *Intermittent, Seasonal, Temporary, and Emergency* employees are not eligible for sick leave.

- b. Family Sick Time: All eligible *Regular Full-Time* employees may use up to one work week of available sick time, per fiscal year, to care for an ill member of their immediate family; child, stepchild, parent, spouse, foster child or ward who lives with the employee. Other situations will be reviewed on a case by case basis. *Regular Part-Time* employees may use available sick time on a pro-rata amount consistent with their work schedules.
- c. A physician's certificate of illness shall be submitted by the employee to the department head after five (5) workdays absence. This certificate will be forwarded to the Town Manager for authorization to continue sick leave payment and then to the Board. Failure to submit this certificate shall result in cessation of payments.

Department heads may, at their discretion, and in disregard of this policy, limit the total number of sick days available to employees if the employees have frequent 1-2 day sickness without doctor's certificate.

In order for employees to receive sick pay, they must notify their department head as soon as possible, but in no event later than the start of their work shift of the day they are absent.

Calculation of Sick Pay	
First Year - 0 to 90 Days	No sick pay
First Year - after 90 Days	Sick pay benefits begin to accrue at the rate of one hour for every fifteen hours worked, up to a maximum of one hundred hours
After first year	One hour of sick pay for every fifteen hours worked up to a maximum of one hundred and twenty hours.

Sick pay benefits will be based on the individual employee's normal workday at straight time and will not include hours worked at overtime.

- d. Employees may accumulate unused sick pay from year to year to a maximum of 1,200 hours. In the case of exceptional circumstances, where an employee has, or is about to exhaust the leave accrued, additional allowance may be granted upon the application of the employee, the recommendation of the department head and the written approval of the Town Manager. In determining whether such extended allowance shall be granted, the past absence of the employee, the length of continuous service with the Town and the quality of the employee's performance and record shall be taken into account. Consideration shall also be given as to what portion of the allowance shall be appropriate at full pay and what portion at part pay. When additional sick leave allowance is granted under this section, the employee's sick leave will be debited until such additional sick leave shall be made by debiting one (1) of every two (2) sick days accrued, until the additional allowance is repaid.
- e. When qualified, employees will receive their average work week pay through the combining of Worker's Compensation benefits and their accumulated sick pay provided that they have exhausted their accrued vacation. Any sick leave paid under this provision will be deducted

- from the employee's sick leave accrued. If employees exhaust both vacation and sick leave while on Worker's Compensation, the only payment will be Worker's Compensation.
- f. Upon termination of employment, voluntary or involuntary, or by death, accumulated sick pay hours are canceled and represent no obligation on the part of the Town to the employee.
  - g. Upon retirement, an employee shall be granted 8 hours pay for each 24 hours of unused sick leave to a maximum of 400 hours.
  - h. The department head, by law, is required to accurately record an employee's attendance, noting tardiness, vacation, holiday pay, overtime, call-back periods, and illness. This shall be submitted to the Town Treasurer and/or Town Accountant on a form designated by them and maintained by them for the Town Manager as well as their own purposes.
  - i. The Town Manager may, at his own discretion, require a medical examination for any employee who reports an inability to perform because of illness or injury. This examination shall be at the expense of the Town by a physician appointed by the Board.
  - j. No employees shall be gainfully employed while on sick leave from the Town or on Worker's Compensation.

FY 2012 Salary Administration Guidelines					
Grade	Min	Market Range			Max
<i>Guidelines</i>	< 5 yrs	5 - 9 yrs.	Midpoint 10 - 14 yrs	15 - 19 yrs	20 + yrs
1	\$25,000	\$28,750	\$32,500	\$36,250	\$40,000
2	\$27,500	\$31,875	\$36,250	\$40,625	\$45,000
3	\$30,000	\$35,000	\$40,000	\$45,000	\$50,000
4	\$35,000	\$40,000	\$45,000	\$50,000	55,000
5	\$37,000	\$42,750	\$48,500	\$54,250	\$60,000
6	\$43,500	\$48,500	\$53,500	\$58,500	\$63,500
7	\$50,000	\$56,250	\$62,500	\$68,750	\$75,000
8	\$60,000	\$66,250	\$72,500	\$78,750	\$85,000
9	\$70,000	\$76,250	\$82,500	\$88,750	\$95,000
10	Employment Contract				
PS	\$21.80	\$24.04	\$26.28	\$28.52	\$30.76



1. Salary ranges to be reviewed **at least** every three years - Benchmark select jobs from representative grades - adjust ranges as needed
2. All salaries must be at least at the minimum of the salary range for the grade. e.g. An employee in Grade 3 must be paid at least \$30,000
3. Market Range = Competitive Range for employees with 5 to 19 years of experience
4. All employees with 5 years in current job should be in Market Range (Market Range column '5 - 9 yrs')
5. Use the # of years Guidelines above to manage pay through the salary range, assuming satisfactory job performance
6. Salary movement through the range is dependent on length of service, performance and merit based salary increases
7. Budget for meritorious salary increase will be determined annually and distributed based on individual performance and placement in the range
8. When the annual merit award increase is provided, and an employee has more than the specified # of years in the Market Range, a market adjustment maybe granted to bring the employee o the minimum of the new range equal to **the lesser of** the amount necessary to be at the minimum of the appropriate range or 6% of salary annually, dependent upon satisfactory rating in the annual performance review and availability of funding

**Example:** An employee in Grade 3 with 6 years experience earns \$33,000. The employee meets expectations of the job and based on his/her performance evaluation, receives a 3% merit increase of \$990. The new Salary is \$33,990 and is \$1,010 less than the market range of \$35,000 (\$35,000-\$33,990=\$1,010) Cap market adjustment maximum is 6% or \$2,034 (\$33,900 \*6%). Employee receives 3% merit increase + market adjustment of \$1,010 = \$2,000 increase (\$33,000 + \$2,000 = \$35,000)

#### Article 7 - Duxbury Personnel By-Law

Section 8 - This amended Plan shall be operative as of July 1, 2011

COMPENSATION SCHEDULE	<u>FLSA Status</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
<b><u>Grade 10</u></b>				
Town Manager	Exempt		Employment Contract	
Fire Chief				
Police Chief				
<b><u>Grade 9</u></b>				
Finance Director	Exempt	\$70,000	\$82,500	\$95,000
Public Works Director				
<b><u>Grade 8</u></b>				
Director of Assessing	Exempt	\$60,000	\$72,500	\$85,000
Bldgs & Grounds Manager				
Cemetery Superintendent				
Conservation Agent				
Council on Aging Director				
Deputy Fire Chief				
Deputy Police Chief				
Harbormaster				
Human Resources Officer				
Information Technology Director				

Inspectional Services Director  
 Library Director  
 Operations Manager  
 Planning Director  
 Recreation Director  
 Town Accountant  
 Treasurer/Tax Collector  
 Water & Sewer Superintendent

**Grade 7**

Assistant Recreation Director	Exempt	\$50,000	\$62,500	\$75,000
Assistant Council on Aging Director				
Executive Assistant to Town Manager				
Executive Officer/Assistant Harbormaster I				
Health Agent				
Library Division Head-Children's Services				
Library Division Head-Circulation Services				
Library Division Head-Reference Services				
Library Division Head-Technology Services				
Property Lister/Appraiser				

**Grade 6**

Animal Control Officer	Exempt	\$43,500	\$53,500	\$63,500
Veteran's Service Officer				

**Grade 5**

	<b>per hour</b>	<b>\$17.79</b>	<b>\$23.32</b>	<b>\$28.85</b>
Aquatic Supervisor*	Non-Exempt	\$37,000	\$48,500	\$60,000
DPW Office Manager	Exempt			
Operations Officer/Assistant Harbormaster II				
Outreach Manager				

Article 7 - Duxbury Personnel By-Law

Section 8 - Effective Date: This amended Plan shall be operative as of July 1, 2011

<b>COMPENSATION SCHEDULE CON'T</b>	<b><u>FLSA Status</u></b>	<b><u>Minimum</u></b>	<b><u>Mid-Point</u></b>	<b><u>Maximum</u></b>
<b><u>Grade 4</u></b>	<b>per hour</b>	<b>\$17.95</b>	<b>\$23.08</b>	<b>\$28.21</b>
Administrative Assistant	Non-Exempt	\$35,000	\$45,000	\$55,000
Administrative Assistant to the Chief				
Administrative Assistant to the Director				
Benefits Specialist				
Deputy ESO/Assistant Harbormaster III				
<b><u>Grade 3</u></b>	<b>per hour</b>	<b>\$15.38</b>	<b>\$20.51</b>	<b>\$25.64</b>
Cemetery Department Assistant	Non-Exempt	\$30,000	\$40,000	\$50,000
Department Assistant				
Finance Coordinator (COA)				
Food Service Coordinator				
Front Office Coordinator				

Outreach Coordinator  
 Police Department Assistant  
 Respite Program Coordinator  
 Volunteer Coordinator

<b>Grade 2</b>	<b>per hour</b>	<b>\$14.10</b>	<b>\$18.59</b>	<b>\$23.08</b>
Home Delivered Meals Organizer	Non-Exempt	\$27,500	\$36,250	\$45,000

Program Assistant  
 Respite Program Assistant

<b>Grade 1</b>	<b>per hour</b>	<b>\$12.82</b>	<b>\$16.67</b>	<b>\$20.51</b>
Food Service Assistant	Non-Exempt	\$25,000	\$32,500	\$40,000

COA Administrative Associate  
 Harbormaster Administrative Associate

<b>Schedule P.S.</b>				
Building Inspector	Non-Exempt	\$21.80	\$26.28	\$30.76
Plumbing Inspector				
Wiring Inspector				

<b>Police Officers</b>				
Intermittent Police	Non-Exempt	\$16.48	\$19.06	\$21.64

*All exempt compensation based on 40 hrs per wk, non-exempt compensation based on 37.5 hrs per wk  
 (\*Aquatic Supervisors work 40 hours per week)*

Effective July 1, 2011  
Compensation Schedule A

<b>Classification</b>	<b>Wage Rate</b>
Alternate Inspector of Buildings	\$22.00 per hour
Alternate Plumbing Inspector	\$10.00 per hour
Alternate Wiring Inspector	\$10.00 per hour
Special Detail	Appropriate detail rate

The classification listed in Schedule A are positions which are fixed in their compensation, receive no vacation, holiday, sick, call back, or termination pay. Service credit for time spent in these positions may not be used under other sections of the Plan. All positions require the use of advertising to solicit new employees. All positions may require a physical examination, and may be reviewed for performance purposes by the employee's immediate supervisor.

Compensation Schedule B

<b>Classification</b>	<b>Wage Rate per hour</b>
Clerical Assistance	Appropriate rate as determined by town Manager
(Town Committees and Boards, non union positions only)	
Clerk, Registrar of voters	Based on MGL, Ch. 41, Section 19G
Election Warden	\$10.00 per hour
Election Worker	\$8.00 per hour
Inspector of Animals	\$900.00 per year
Juvenile Officer	\$150.00 per year
Lockup Keeper	None
Police Matron	\$9.50 per hour



Registrar of Voters	\$100.00	per year
Sealer of Weights & Measures	\$3,000.00	per year
Town Clock Custodian	\$200.00	per year

The classification listed in Schedule B are positions which are fixed in their compensation, receive no vacation, holiday, sick, call back, or termination pay. Service credit for time spent in these positions may not be used under other sections of the Plan. No advertising is necessary to fill these positions. No physicals are required, except those otherwise determined by the Town Manager. These positions May be reviewed for performance purposes by the employee's immediate supervisor.

#### Compensation Schedule R

<b>Classification</b>	<b>Minimum per hour</b>	<b>Maximum per hour</b>
Assistant Dog Officer	\$8.00	\$18.00
Call Firefighter (2 hour minimum per call)		
Harbormaster Assistant		
Librarian Intermittent		
Lifeguard		
Program Coordinator		
Recreation Specialist		
Recreation Supervisor		
Reserve Dispatcher		
Seasonal (Laborer) Helper		
Seasonal Intern		
Special Police Officer		
Van Dispatcher		
Van Driver		
Water Safety Instructor		

The classifications listed in Schedule R are positions which receive no vacation, holiday, sick, call back, or termination pay. Service credit for time spent in these positions may not be used under other sections of the Plan. Once a rate of pay has been established for an employee such rate may not change for a period of at least six months. After that time, employees in these positions will be reviewed annually/seasonally for performance purposes and will be eligible for a performance based merit award from the employee's immediate supervisor, with the approval of the Department Head and Town Manager via Personal Action Request Form. Positions may require the use of advertising.

**Duxbury Special Town Meeting**  
**73 Alden Street**  
**March 12, 2011**

The Moderator called the Special Town Meeting to order after the recessing of the Annual Town Meeting at 9:18am and was adjourned sine die at 9:50am.

**Article 1 - Motion 1** - Moved and seconded that the Town vote to appropriate the sum of \$61,000.00 to supplement Legal Expenses and to meet this appropriation to transfer the sum of \$61,000.00 from Free Cash. **Motion carried.**

**Article1 - Motion 2** - Moved and seconded that the Town vote to appropriate the sum of \$85,000.00 to supplement Fire Department salaries, and to meet this appropriation to transfer the sum of \$85,000.00 from Free Cash. **Motion Carried.**

**Article 1 - Motion 3** - Moved and seconded that the Town vote to appropriate the sum of \$41,000.00 to supplement Police Department salaries, and to meet this appropriation, to transfer the sum of \$41,000.00 from Free Cash. Mr. Charles Fargo served as Moderator for this motion. **Motion carried.**

**Article 1 - Motion 4** - Moved and seconded that the Town vote to appropriate the sum of \$5,500.00 to supplement Police Department Expenses, and to meet this appropriation to transfer the sum of \$5,500.00 from Free Cash. Mr. Charles Fargo served as Moderator for this motion. **Motion carried.**

**Article 1 - Motion 5** - Moved and seconded that the Town vote to appropriate the sum of \$4,000.00 to supplement Harbormaster Department Expenses, and to meet this appropriation to transfer the sum of \$4,000.00 from Free Cash. **Motion carried.**

**Article 1 - Motion 6** - Moved and seconded that the Town vote to appropriate the sum of \$60,000.00 to supplement the Snow and Ice salaries, and to meet this appropriation to transfer the sum of \$60,000.00 from Free Cash. **Motion carried.**

**Article 1 - Motion 7** - Moved and seconded that the Town vote to appropriate the sum of \$125,000.00 to supplement Snow and Ice Expenses and to meet this appropriation to transfer the sum of \$125,000.00 from Free Cash. **Motion carried.**

**Article 2** - Moved and seconded that the Town vote to appropriate the sum of \$13,938.28 to pay the following unpaid bills of previous Fiscal Years which may be legally unenforceable due to the insufficiency of an appropriation:

IPREO-Treasurer/Collector Expenses	\$1,000.00
Coppola &Coppola-Tax Titles	\$5,017.25
Mass Chiefs of Police Association -Police Dept Expenses	\$50.00
Town of Duxbury (for Police Detail) Lands &Natural Res.	\$178.60
Highway Safety Systems, Inc.--Highway Dept.	\$7,660.45
Stop & Shop- Veterans' Services	\$31.98
Total	\$13,938.28

and to meet said appropriation to transfer the sum of \$13,938.28 from Free Cash.

**9/10 vote required. Motion carried by 9/10 vote.**

**Article 3 - Motion 1** - Moved and seconded that the Town vote to appropriate the sum of \$79,675 for the purpose of funding a Collective Bargaining Agreement with the Local 2167 International Association of Firefighters A.F.L.-CIO., for the Fiscal Year beginning on July 1, 2010 and ending on June 30 2011, and to meet said appropriation, to transfer the sum of \$79,675.00 from the Town Health Insurance appropriation. **Motion carried.**

**Article 3 - Motion 2** - Moved and seconded that the Town vote to appropriate the sum of \$28,272.00 for the purpose of funding a Collective Bargaining agreement with the Local 888 SEIU, Town of Duxbury, Secretaries and Clerks, for the Fiscal Year beginning July 1, 2010 and ending June 30, 2011, and to meet said appropriation, transfer the sum of \$28,272.00 from the Town Health Insurance Appropriation. **Motion carried.**

**Article 4** - Moved and seconded that the Town vote to appropriate the sum of \$150,000.00 to the Unemployment Trust Fund, and to meet said appropriation, transfer the sum of \$150,000.00 from Free Cash. **Motion carried.**

**Article 5** - Moved and seconded that the Town vote to appropriate the sum of \$150,000.00 to the Pension Reserve Fund, and to meet said appropriation, transfer the amount of \$150,000.00 from Free Cash. **Motion carried.**

**Article 6** - Moved and seconded that the Town vote to appropriate \$276,425.00 to implement the recommendations of the Classification and Compensation Study and to meet this appropriation transfer the sum of \$253,525.00 from the Town Health Insurance appropriation, \$10,000.00 from the Treasurer/Collector Department Salaries, and \$12,900.00 from the Lands and Natural Resources Department Salaries. **Motion carried.**

**Article 7** - Moved and seconded that the Town vote to appropriate the sum of \$300,000.00 to the Stabilization Fund, and to meet said appropriation, to transfer the sum of \$300,000.00 from Free Cash. **2/3 vote required. Motion carried by 2/3 vote**

The meeting was opened at 9:18am and was adjourned sine die at 9:50am all on Saturday, March 12, 2011 in the PAC at 73 Alden St., Duxbury, MA

Certification of Funds:

Other Funds	\$384,372.00
Free Cash	\$995,438.28
Total	\$1,379,810.28

Respectfully submitted,  
Nancy M. Oates  
Duxbury Town Clerk



**Annual Town Election**  
**Duxbury Middle School Gymnasium**  
**Saturday, March 26, 2011**

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
<b>Selectman</b>							
Theodore J. Flynn	516	738	579	468	434	384	3,119
Write-In	9	16	8	1	5	2	41
Blank	148	212	151	137	161	110	919
<b>Assessor</b>							
June E. Albritton	497	731	566	459	419	371	3,043
Write-In	5	7	3	0	0	1	16
Blank	171	228	169	147	181	124	1,020
<b>Moderator</b>							
Friend S. Weiler, Sr.	501	746	581	462	429	396	3,115
Write-In	34	20	10	9	10	2	85
Blank	138	200	147	135	161	98	879
<b>School Committee (2)</b>							
Maureen C. Connolly	467	669	543	426	413	335	2,853
Anne R. Ward	465	668	522	434	413	352	2,854
Write-In	12	20	16	7	5	7	67
Blank	402	575	395	345	369	298	2,384
<b>Planning Board</b>							
Paul E. McCormack	256	376	248	195	208	160	1,443
Jennifer W. Turcotte	253	354	310	274	236	207	1,634
Write-In	0	0	1	1	0	1	3
Blank	164	236	179	136	156	128	999
<b>Planning Board (unexpired)</b>							
Brian E. Glennon, II	452	637	516	425	390	338	2,758
Write-In	2	5	4	1	1	2	15
Blank	219	324	218	180	209	156	1,306

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
<b>Library Trustees (2)</b>							
Brooke H. McDonough	393	556	449	360	349	260	2,367
Donna M. Ryan	413	566	453	330	329	305	2,396
Elizabeth Sunny Steadman	231	343	211	208	211	209	1,413
Write-In	0	2	3	0	1	1	7
Blank	309	465	360	314	310	217	1,975
<b>Library Trustee (unexpired)</b>							
Lamont R. Healy	472	679	540	426	412	351	2,880
Write-In	4	3	3	0	0	2	12
Blank	197	284	195	180	188	143	1,187
<b>Housing Authority</b>							
Alden E. Ringquist	489	726	546	434	402	349	2,946
Write-In	3	4	3	0	1	1	12
Blank	181	236	189	172	197	146	1,121

#### **Question 1 - Debt Exclusion - Fire Station Rehabilitation**

Shall the Town of Duxbury be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to fund the cost of construction and associated architectural, engineering, inspection, building fit-out and related costs, to rehabilitate the Fire Department Headquarters Building on Tremont Street?

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
Yes	397	563	453	377	338	279	2,407
No	263	391	278	224	251	210	1,617
Blank	13	12	7	5	11	7	55

#### **Question 2 - Debt Exclusion Design and Construction of New Police Station**

Shall the Town of Duxbury be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to fund the cost of architectural, engineering, and design services to prepare contract bid documents and to construct and furnish a new police station on Parcel No. 140-500-039 on Mayflower Street?

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
Yes	480	659	518	424	391	325	2,797
No	185	300	213	180	190	166	1,234
Blank	8	7	7	2	19	5	48

**Question 3 - Debt Exclusion Design of a New Co-Located High School and Middle School**

Shall the Town of Duxbury be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to fund the cost of architectural and engineering fees associated with the schematic design of a new co-located high school and middle school, on the site of the current middle school, 71 Alden Street, including Owner's Project Manager and Construction Manager fees through the schematic design phase?

	Pr 1	Pr 2	Pr 3	Pr 4	Pr 5	Pr 6	Total
Yes	388	545	509	394	371	288	2,495
No	284	417	228	211	225	208	1,573
Blank	1	4	1	1	4	0	11

Total Ballots *	673	966	738	606	600	496	4,079
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Absentee Ballots	102	118	88	54	44	55	461
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\* Absentee Ballots included in Total Ballots

I hereby certify the results of the Duxbury Annual Town Election held on March 26, 2011 at the Duxbury Middle School Gymnasium from 8am - 8pm.

Respectfully Submitted

Nancy M. Oates  
Duxbury Town Clerk



# Finance



Assessing Department

Finance Committee

Finance Director

Fiscal Advisory Committee

Human Resources

Town Accountant  
(Including financial reports)

Treasurer/Collector

Trust Funds

## Assessing Department

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**Board of Assessors - Linda Collari, June Albritton,  
James MacNab with Director of Assessing, Steve Dunn**

Included among its FY 2011 significant activities and accomplishments, the Assessing Department:

- 1) Successfully completed the FY 2011 Town-wide revaluation program. This project was completed in time for the tax bills to be issued on schedule. Received approval from the Bureau of Accounts of the FY2011 tax rate of \$12.60.
- 2) After fifteen years of service, saw the retirement of Richard W. Finnegan as Director of Assessing. Welcomed Stephen J. Dunn as the new Director of Assessing.
- 3) Worked jointly with the Council on Aging Director and the Board of Assessors to achieve approval by the Board of Selectman of a plan to increase from fifteen to twenty the number of Town residents who are able to participate in the Senior Work-off Abatement program.
- 4) Continued a Payment In Lieu of Taxes initiative under which the Town's non-profit tax exempt properties were solicited to make a financial contribution to support such Town services such as police and fire protection and DPW services. A total of \$4,250 was received under this program.
- 5) Continued the practice of putting an insert in the tax bills of all Town property owners that summarized the Assessing Department's tax relief programs. Conducted a presentation at the Senior Center regarding the tax exemptions programs that are available for senior citizens.
- 6) Acquired a new printer/copier/scanner for the Assessing Department.
- 7) After years of effort, incorporated building outlines in the Town's GIS system. For the first time, PDF versions of all the Town's tax maps were made available online.

- 8) The new growth for FY 2011 was \$254,454.
- 9) Board of Assessors viewed four presentations regarding the CAMA systems and valuation services that are available to Massachusetts assessors.

#### **Notable Assessment Statistics**

<u>Assessment Data</u>	FY 2011	FY 2010
Taxable Real Estate	\$3,312,488,000	\$3,466,049,900
Personal Property	\$40,395,200	\$36,242,040
Total Real and Personal	\$3,352,883,200	\$3,502,291,940
Average Single Family Assessment	\$584,600	\$611,400
 <u>Budget and Tax Data</u>		
Total Amount Raised	\$62,902,478.58	\$61,513,266.75
Non Tax Levy Sources	\$20,656,150.26	\$20,151,198.93
Total Tax Levy	\$42,246,328.32	\$41,362,067.82
Average Single Family Tax Bill	\$7,365.96	\$7,220.63

Respectfully submitted,  
 Board of Assessors  
 Linda Collari, Chair; James G. MacNab, Vice Chair; June E. Albritton, Clerk

#### **Finance Committee**

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The Finance Committee is responsible for making recommendations on all matters that are brought before Town Meeting, consistent with Chapter 6 of the Duxbury General Laws. While many towns limit the scope of their finance committees, in Duxbury, the Finance Committee operates as Town Meeting advisor, making recommendations on everything from the Town Manager's proposed budget to zoning changes to citizen petition articles. The Finance Committee fulfilled its obligations this past year by reviewing with Department Heads and our very capable Finance Director all 66 budgets that constitute the Town's annual operating budget, as well as the remaining 48 articles on the 2011 Annual Town Meeting Warrant and the 19 motions for the Special Town Meeting (March, 2011).

The other members of the FY2011 Finance Committee have been Gene Blanchard, Colleen Brayer, Melissa Donohoe, Bill Harris, Mark Keating, Mark Mahoney, Barry Scammell, and Gay Shanahan. I thank them for their service to the Town.

Respectfully submitted,  
 Ken McCarthy, Chair



## Finance Director

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Fiscal year 2011 continued the trend of fiscal restraint. In March, Town Meeting voted a FY 2011 operating budget of \$54,020,952. This budget represented an increase of 1.3% over the FY 2010 budget. For the second year in a row the budget did not require a Free Cash subsidy. In so doing, this allowed the Town to dedicate nearly \$1.5 million to a comprehensive capital improvement program. From these funds, the Town was able to purchase some much needed equipment such as an ambulance, two vehicles for the Harbormaster, a bucket truck for the DPW to replace a thirteen year-old model as well as monies to replace an eighteen year-old front line dump truck. Additionally, funding was approved for a much overdue technology master plan and a feasibility study for a police station.

None of this would have been possible without a clear path toward long-term financial goals. More importantly, without the cooperation of the departments, boards and committees very little would have been accomplished. Through their efforts and understanding, the budget process was smooth and efficient.

Again this year the Town was able to substantially increase its reserves. At the March 12<sup>th</sup> STM \$300,000 was transferred into the Stabilization Fund. This represented an increase of over twenty-two percent in the balance. The total increase to this fund since FY 2007 is over 148%. Additionally, \$150,000 was added to the Pension Reserve Fund, increasing its balance by nearly twenty-three percent.

Thanks to the tireless efforts of the Human Resources Department, the Town settled contracts with the Firefighters and Clerical Unions. In addition, the final phase of the Personnel Compensation and Classification Study was implemented.

During FY 2011 the state made progress in getting its financial house in order. However, financial uncertainty still exists on the State and Federal levels. As I write this, I realize that the overall economic climate that envelopes the world is probably only slightly better than at this time last year. Because of this, the Town has worked hard toward creating a position of financial independence. We continue, through prudent conservative budgeting, to insulate ourselves as best we can from negative economic shifts beyond our control.

I want to thank all the members of the Department of Finance for their hard work and dedication. Through their efforts I feel confident that we will be able to successfully navigate these uncertain economic times.

Respectfully submitted,  
John M. Madden, Finance Director

## Fiscal Advisory Committee

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The Fiscal Advisory Committee regularly presents a Long Term Capital Projection Report at Town Meeting. The report reflects the then current thinking of the Town Manager, Finance Director, School Department and the Department Heads as to the Town's major Capital expenditures for the next ten years. The projected expenditures for new Town and School Buildings that were all approved by the Voters as a Prop 2 ½ Debt exclusions in 2011 will mean significant tax increases for Duxbury Taxpayers. The report to be given at the 2012 Town Meeting will include the real impact of these projects.

As for annual capital expenditures under Article 6 of the Town Warrant, for items such as vehicle replacement, building and lands maintenance, boats, engines, Fire Department gear, mowers and other equipment needs, the Fiscal Advisory Committee, Town Manager and Finance Director attempt to identify the items most critical for that year and recommend to Town Meeting a list of those items for approval. It is hoped that we can get to the point where we can establish a consistent stream of revenue to be applied to these annual capital purchases. If this can be accomplished going forward, we will be able to better plan for the Town's annual capital expenditures. This one goal is essential and we must expend all efforts to make it a reality.

The Fiscal Advisory Committee reviews all department requests for fee increases, usually in the spring of each year, leading up to our fiscal year end. Recently the department heads have generally found fees to be appropriate and have attempted to relieve the citizens of additional financial impact, which is commendable. With the annual review process initiated by the Fiscal Advisory Committee, we have found that fee increases are considered carefully and are brought forth usually only in times where rising costs are no longer covered by the existing fee structure.

As always our work is a cooperative effort with many people in the Town and school administration, various department heads and other committees. The contribution of the Committee members Karen Barry, Beth Conway, David Matthews, Francis Mangione, Nancy von Stackelberg and Ling Wong is very much appreciated.

Respectfully submitted:  
William F. O'Toole, Jr., Chair

## Human Resources

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This Department is staffed by full-time Human Resources Officer, Jeannie Horne, and part-time Benefits Coordinator, Phylis Hughes. It operates under the policy direction of the Personnel Board and the regular management of the Finance Director. Our work serves the needs of approximately 300 town employees, 500 school employees and 400 retirees. It includes compliance with and interpretation of the Town of Duxbury's Personnel Bylaws, collective bargaining contracts, employee policies and procedures, recruitment and selection of new employees, orientation and administration of benefit plans, legal compliance, training, employee relations, compensation, risk management, and labor relations. (While the Schools are under the

jurisdiction of the School Committee this department does handle their benefit administration, and shares our established policy and practice standards.)



Jeannie Horne, Human Resources Officer  
with Phylis Hughes, Benefits Coordinator

### **Communication**

This year, a 'Human Resources Department' page was launched on the Town's website providing a centralized information source for employees, supervisors and the public. This page details the mission of the Department, employee policies, collective bargaining agreements, Personnel Bylaws, performance evaluation forms, new hire checklists, employment opportunities, and employee policies.

### **Policies and Procedures**

The Human Resources Department meets regularly with the Town's Labor Specialist and the Personnel Board to review policy and recommend revisions as necessary. The Board of Selectmen accepted a revised anti-harassment and discrimination policy, and new background, whistleblower, maternity and equal opportunity policies. All of these policies were distributed to employees, and are included in all new hire packets.

### **Recruitment, Selection and Retention**

The Town's talented and dedicated employees continually provide excellent service and subject matter expertise to the citizens of Duxbury. In an effort to formalize responsibilities and expectations, the Town continues its enterprise-wide job description effort involving supervisors, employees and union representatives. These documents are finalized on a rolling basis with Fire, Police Patrolmen and, Public Safety Dispatchers representing the first collective bargaining groups with updated and finalized job descriptions.

Similarly, the Town's employment application was updated by this department to reflect new legal requirements. In concert with our new Background Investigation policy and Authorization and General Release Form, the Town entered into a third party arrangement to conduct background checks for all new (and returning) regular and seasonal employees.

### **Benefit Administration**

This department administers employee benefits for all town, school and retired employees. We are responsible for preparing required government reports, participating in audits, and managing the annual employee open enrollment and benefit fair for health, dental, life, cancer and disability



insurance, as well as medical and dependent flexible spending accounts. Our self-insured health plans continued to be managed carefully in partnership with our Insurance Committee. Because our claims experience continued to be positive we were able to provide a November premium holiday for all subscribers.

This year we offered a combined annual benefit fair, inviting all retirees, school and town employees, and their spouses, eliminating redundant communication and planning. This department also worked with the Insurance Committee and Blue Cross Blue Shield to provide health insurance for dependents up to age 26 beginning July 1, 2011. Our retirees transitioned to a three tiered Medex drug plan, mirroring the one offered to active employees.

Lastly, through a collaborative effort this department was able to obtain more than \$300,000 in reimbursement from the Federal Early Retiree Reinsurance Program. Applications for these funds will be made annually until they are exhausted.

### **Labor Relations**

The Human Resources Officer interprets and administers the terms of collective bargaining agreements, individual employment contracts, and acts as liaison to Labor Counsel and union representatives. On a regular basis this position provides research and comparability studies to the Town Manager, Finance Director, Selectman, Labor Counsel, Personnel Board and various members of management. This year we negotiated a new contract with the Police Patrol collective bargaining unit. Two new labor unions voted to decertify; Professional Supervisory and Professional Support. As a result, those positions transitioned back into the Personnel Plan.

### **Compensation and Performance**

For employees covered under the Personnel Bylaw, as well as those in the decertified Professional Supervisory and Professional Support units, we used existing tools, processes and resources to conduct our annual performance evaluations and merit based salary increases for employees included in the Personnel Bylaw. In addition, the per year work hour requirement of 1,560 for performance evaluations and merit increases was eliminated. This makes performance evaluations annual for all eligible Personnel Plan employees. Now the evaluation process is more equitable and provides supervisors and employees a more frequent opportunity to have a dialog about expectations and job performance.

### **Risk Management**

Employee well-being remained an operational and strategic priority. Barbara Mello and I co-chair the Risk Management Committee, comprised of Department Heads and our Loss Control Manager from Massachusetts Inter-local Insurance Association (MIIA), the town's workers compensation, general liability, property, and automobile insurance provider. Our committee works to ensure that the Town's risk management control measures create a safer and more compliant work environment.

Our Risk Management Committee meetings are held quarterly and were regularly attended by Department Heads. The Town's risk exposure is further limited by Injured on Duty insurance (specifically for Fire, Harbormaster and Police employees), our partnership with our occupational health provider 'Jordan on the Job', relevant free or low cost training opportunities, and capitalizing on available and related grants.

Again we participated in the "MIIA Rewards" program, and received a credit of \$37,531 towards our overall premium costs due to our improved risk management procedures during FY11. We thank everyone for helping us obtain this significant credit by making timely reports of losses, participating in the Risk Management Committee and available training opportunities.

### **Training**

Whenever possible we utilize no-cost training resources through MIIA and AllOne Health, our Employee Assistance Provider (EAP). In partnership with MIIA and our EAP we created a 'cluster' training arrangement offering quarterly trainings to the surrounding communities and our employees. The training topics target areas where we have areas of concern and experienced losses. In addition, we launched a monthly 'Lunch and Learn' series for employees providing education about available benefits. Lastly, we offered a back injury and slip and fall prevention training that was mandatory for DPW and custodial staff, and voluntary for all other employees.

### **Wellness Activities**

The Town continues to encourage good health, better lifestyle awareness, and greater physical fitness for employees. We continue to see an increase in the number of employees participating in the fitness reimbursement benefit. This year we offered 'Weight Watchers at Work' and friendly '10,000 Steps a Day' challenge between several departments.

Our jobs are rewarding, challenging and enjoyable, thanks to the employees and citizens of Duxbury. Special thanks to the staff in the offices of; Accounting, Counsel on Aging, Finance, Information Technology, Library, Payroll, Town Manager, Treasurer and the Schools, with whom we work so closely. Your friendship, support and humor are always appreciated.

We are proud to work for the Town of Duxbury and its citizens.

Respectfully submitted,

Jeannie Horne, Human Resources Officer  
Phylis Hughes, Benefits Coordinator

Town Accountant

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The Town prepared and submitted, for the seventh year, The Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2010 and received the Certificate of Achievement for Excellence in Financial Reporting for the seventh year. This achievement was accomplished with the cooperative efforts of the assessors' office, the treasurer/collector's office, and the accounting and finance department with the assistance from our auditors, Powers and Sullivan. The audit for Fiscal Year 2011 has been completed and the Comprehensive Annual Financial Report (CAFR) has been submitted to the Government Finance Officers Association (GFOA).

General Fund revenues came in approximately \$579,000 more than budgeted for the fiscal year ending June 30, 2011. State aid to the Town increased from budgeted by \$74,826.00 while Motor Vehicle Excise taxes came in \$271,180 more than budgeted. There was also an increase of

\$336,430 in licenses and permits. General Fund expenditures came in approximately \$1,173,300 less than budgeted. Some of the budgets that had returned unexpended funds that contributed to this surplus were the Treasurer/Collector's office in the amount of \$26,012, legal services in the amount of \$32,948, the transfer station in the amount of \$35,800, the sewer department for \$77,805, inspectional services for \$21,573, health insurance for \$400,141. Fire and liability insurance and worker's compensation contributed \$82,493 to the surplus.

The Town, for the second year, has balanced the operating budget presented to town meeting without the use of free cash. From year to year we face an uncertainty in the level of funding that will be provided to the Town from the State. Even in these difficult economic times, the Town will continue to strive to provide the level of services that have existed in the past.

Respectfully submitted,

Claudette Coutu  
Town Accountant



Town of Duxbury  
Combined Balance Sheet  
June 30, 2011

	General Fund	Special Revenue	Capital Projects	Water Enterprise	Pool Enterprise	Trust and Agency	Long-Term Debt Group	Total
Cash - Unrestricted Checking	\$ 9,673,085	\$ 7,529,887	\$ 1,407,159	\$ 1,947,228	\$ 8,609	\$ 13,193,016	\$ -	\$ 33,759,074
Cash - Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Receivables	\$ 3,260,105	\$ 25,029	\$ -	\$ 171,103	\$ -	\$ -	\$ -	\$ 3,456,237
Accrued Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due From Other Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amounts to Be Provided	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,861,565	\$ 19,861,565
<b>TOTAL ASSETS</b>	<b>\$ 12,933,190</b>	<b>\$ 7,554,916</b>	<b>\$ 1,407,159</b>	<b>\$ 2,118,331</b>	<b>\$ 8,609</b>	<b>\$ 13,193,016</b>	<b>\$ 19,861,565</b>	<b>\$ 57,076,876</b>
Warrants Payable	\$ 1,490,696	\$ 490,529	\$ -	\$ 31,362	\$ 11,383	\$ 7,018	\$ -	\$ 2,030,988
Accrued Payrolls & Withholdings	\$ 1,632,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,632,275
Deferred Revenues	\$ 2,506,945	\$ 25,029	\$ -	\$ 171,103	\$ -	\$ -	\$ -	\$ 2,703,077
Allowance for Abatements & Exemptions	\$ 753,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 753,160
Claims Incurred But Not Reported	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 919,050	\$ -	\$ 919,050
Other Liabilities	\$ 68,904	\$ 241,515	\$ -	\$ -	\$ -	\$ 245,893	\$ -	\$ 556,312
Notes Payable	\$ -	\$ 800,000	\$ 1,865,000	\$ -	\$ -	\$ -	\$ -	\$ 2,665,000
Bonds Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,861,565	\$ 19,861,565
<b>TOTAL LIABILITIES</b>	<b>\$ 6,451,980</b>	<b>\$ 1,557,073</b>	<b>\$ 1,865,000</b>	<b>\$ 202,465</b>	<b>\$ 11,383</b>	<b>\$ 1,171,961</b>	<b>\$ 19,861,565</b>	<b>\$ 31,121,427</b>
Reserved Fund Balance:								
Appropriations	\$ 1,248,481	\$ 4,733,233	\$ (457,841)	\$ 816,473	\$ 4,944	\$ -	\$ -	\$ 6,345,290
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Purposes	\$ 805,970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805,970
Appropriation Deficits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained Earnings	\$ -	\$ -	\$ -	\$ 1,099,393	\$ (7,718)	\$ -	\$ -	\$ 1,091,675
Unreserved Fund Balance:								
Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,021,055	\$ -	\$ 12,021,055
Undesignated	\$ 4,426,759	\$ 1,264,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,691,369
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,481,210</b>	<b>\$ 5,997,843</b>	<b>\$ (457,841)</b>	<b>\$ 1,915,866</b>	<b>\$ (2,774)</b>	<b>\$ 12,021,055</b>	<b>\$ -</b>	<b>\$ 25,955,359</b>
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 12,933,190</b>	<b>\$ 7,554,916</b>	<b>\$ 1,407,159</b>	<b>\$ 2,118,331</b>	<b>\$ 8,609</b>	<b>\$ 13,193,016</b>	<b>\$ 19,861,565</b>	<b>\$ 57,076,786</b>

Town of Duxbury  
Combined Special Revenue Funds  
June 30, 2011

Account Title	Fund 220 School Lunch	Fund 241 School Fed. Grts.	Fund 242 School State Grts.	Fund 243 School Gifts	Fund 244 School Revolving	Sub-Total School Spec. Revenue Funds
Cash - Unrestricted Checking	\$ 110,426	\$ 153,293	\$ 446,418	\$ 55,957	\$ 896,644	\$ 1,662,738
Petty Cash	-	-	-	-	8,638	8,638
<b>TOTAL CASH:</b>	<b>\$ 110,426</b>	<b>\$ 153,293</b>	<b>\$ 446,418</b>	<b>\$ 55,957</b>	<b>\$ 905,282</b>	<b>\$ 1,671,376</b>
Tax Liens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
User Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Liens Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TAXES &amp; CHARGES RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Apportioned Assessments, Not Yet due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apportioned Assessments Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSESSMENTS RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Due From Other Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS:</b>	<b>\$ 110,426</b>	<b>\$ 153,293</b>	<b>\$ 446,418</b>	<b>\$ 55,957</b>	<b>\$ 905,282</b>	<b>\$ 1,671,376</b>
Warrants payable	\$ 299	\$ 99,776	\$ -	\$ 23,009	\$ 102,030	\$ 225,114
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Revenue	\$ -	\$ -	\$ -	\$ -	171,577	171,577
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notes Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES:</b>	<b>\$ 299</b>	<b>\$ 99,776</b>	<b>\$ -</b>	<b>\$ 23,009</b>	<b>\$ 273,607</b>	<b>\$ 396,691</b>
Fund Balance - Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Reserved for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Federal Grants	\$ -	53,517	\$ -	\$ -	\$ -	53,517
Fund Balance - State Grants	\$ -	\$ -	446,418	\$ -	\$ -	446,418
Fund Balance - Revolving Fund	\$ 110,127	\$ -	\$ -	\$ 32,948	\$ 631,675	774,750
Fund Balance - Receipts Reserved for Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Community Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FUND BALANCE:</b>	<b>\$ 110,127</b>	<b>\$ 53,517</b>	<b>\$ 446,418</b>	<b>\$ 32,948</b>	<b>\$ 631,675</b>	<b>\$ 1,274,685</b>
<b>TOTAL LIABILITIES/FUND BALANCE:</b>	<b>\$ 110,426</b>	<b>\$ 153,293</b>	<b>\$ 446,418</b>	<b>\$ 55,957</b>	<b>\$ 905,282</b>	<b>\$ 1,671,376</b>

Town of Duxbury  
Combined Special Revenue Funds  
June 30, 2011

Account Title	Fund 230 Highway	Fund 251 Town Fed. Grts.	Fund 252 Town State Grts.	Fund 253 Town Gifts	Fund 254 Town Revolving	Fund 255 Park & Rec Revolv.	Fund 256 Receipts Reserved	Fund 257 Community Pres.	Sub-Total Town Spec. Revenue Funds	TOTAL
Cash - Unrestricted Checking	\$ (97,986)	\$ 171,153	\$ 155,196	\$ 312,480	\$ 50,442	\$ 96,670	\$ 92,340	\$ 5,078,216	\$ 5,858,511	\$ 7,521,249
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,638
<b>TOTAL CASH:</b>	<b>\$ (97,986)</b>	<b>\$ 171,153</b>	<b>\$ 155,196</b>	<b>\$ 312,480</b>	<b>\$ 50,442</b>	<b>\$ 96,670</b>	<b>\$ 92,340</b>	<b>\$ 5,078,216</b>	<b>\$ 5,858,511</b>	<b>\$ 7,529,887</b>
Tax Liens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,591	\$ 2,591	\$ 2,591
User Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Liens Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TAXES &amp; CHARGES RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,591</b>	<b>\$ 2,591</b>	<b>\$ 2,591</b>
Apportioned Assessments, Not Yet due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apportioned Assessments Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,438	\$ 22,438	\$ 22,438
<b>TOTAL ASSESSMENTS RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,438</b>	<b>\$ 22,438</b>	<b>\$ 22,438</b>
Due From Other Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS:</b>	<b>\$ (97,986)</b>	<b>\$ 171,153</b>	<b>\$ 155,196</b>	<b>\$ 312,480</b>	<b>\$ 50,442</b>	<b>\$ 96,670</b>	<b>\$ 92,340</b>	<b>\$ 5,103,245</b>	<b>\$ 5,883,540</b>	<b>\$ 7,554,916</b>
Warrants payable	\$ -	\$ 183,578	\$ 47,310	\$ 5,196	\$ 6,023	\$ 18,021	\$ -	\$ 5,287	\$ 265,415	\$ 490,529
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,349	\$ -	\$ 2,108	\$ 69,457	\$ 241,034
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481	\$ 481	\$ 481
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,029	\$ 25,029	\$ 25,029
Notes Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ 800,000
Due To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES:</b>	<b>\$ -</b>	<b>\$ 183,578</b>	<b>\$ 47,310</b>	<b>\$ 5,196</b>	<b>\$ 6,023</b>	<b>\$ 85,370</b>	<b>\$ -</b>	<b>\$ 832,905</b>	<b>\$ 1,160,382</b>	<b>\$ 1,557,073</b>
Fund Balance - Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Reserved for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,064	\$ 1,064	\$ 1,064
Fund Balance - Federal Grants	\$ -	\$ (12,425)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,425)	\$ 41,092
Fund Balance - State Grants	\$ (97,986)	\$ -	\$ 107,886	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,900	\$ 456,318
Fund Balance - Revolving Fund	\$ -	\$ -	\$ -	\$ 307,284	\$ 44,419	\$ 11,300	\$ -	\$ -	\$ 363,003	\$ 1,137,753
Fund Balance - Receipts Reserved for Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,340	\$ -	\$ 92,340	\$ 92,340
Fund Balance - Community Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,004,666	\$ 3,004,666	\$ 3,004,666
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,264,610	\$ 1,264,610	\$ 1,264,610
<b>TOTAL FUND BALANCE:</b>	<b>\$ (97,986)</b>	<b>\$ (12,425)</b>	<b>\$ 107,886</b>	<b>\$ 307,284</b>	<b>\$ 44,419</b>	<b>\$ 11,300</b>	<b>\$ 92,340</b>	<b>\$ 4,270,340</b>	<b>\$ 4,723,158</b>	<b>\$ 5,997,843</b>
<b>TOTAL LIABILITIES/FUND BALANCE:</b>	<b>\$ (97,986)</b>	<b>\$ 171,153</b>	<b>\$ 155,196</b>	<b>\$ 312,480</b>	<b>\$ 50,442</b>	<b>\$ 96,670</b>	<b>\$ 92,340</b>	<b>\$ 5,103,245</b>	<b>\$ 5,883,540</b>	<b>\$ 7,554,916</b>



Town of Duxbury  
Capital Project Funds  
June 30, 2011

Account Title	Fund 301 Cemetery Exp. Project	Fund 302 Pool Project	Fund 303 Senior Center Parking Lot Project	Fund 304 Crematory/Cemetery Office Facility	Fund 305 Fire Station Design	Fund 306 Police Station	Fund 331 DMS & DHS Feasibility Study, Proi.	Fund 332 Chandler School Roof Project	Fund 333 Schematic Design High & Middle School	Fund 349 & 399 Completed Capital Projects	Sub-Total Capital Projects Town
Cash - Unrestricted Checking	\$ 1,242 \$	17,614 \$	14,446 \$	86,456 \$	323,313 \$	125,000 \$	50,159 \$	312 \$	434,193 \$	25,775 \$	1,078,510
Due From Other Governments	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
<b>TOTAL ASSETS</b>	<b>\$ 1,242 \$</b>	<b>17,614 \$</b>	<b>14,446 \$</b>	<b>86,456 \$</b>	<b>323,313 \$</b>	<b>125,000 \$</b>	<b>50,159 \$</b>	<b>312 \$</b>	<b>434,193 \$</b>	<b>25,775 \$</b>	<b>1,078,510</b>
Warrants Payable	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Accounts Payable	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Bid Deposits	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Deferred Revenue	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Bond Anticipation Notes Payable	\$ - \$	- \$	- \$	300,000 \$	725,000 \$	125,000 \$	- \$	- \$	715,000 \$	- \$	1,865,000
Grant Anticipation Notes Payable	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
<b>TOTAL LIABILITIES</b>	<b>\$ - \$</b>	<b>- \$</b>	<b>- \$</b>	<b>300,000 \$</b>	<b>725,000 \$</b>	<b>125,000 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>715,000 \$</b>	<b>- \$</b>	<b>1,865,000</b>
Special Purposes	\$ 1,242 \$	17,614 \$	14,446 \$	(213,544) \$	(401,687) \$	- \$	50,159 \$	312 \$	(280,807) \$	25,775 \$	(786,490)
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,242 \$</b>	<b>17,614 \$</b>	<b>14,446 \$</b>	<b>(213,544) \$</b>	<b>(401,687) \$</b>	<b>- \$</b>	<b>50,159 \$</b>	<b>312 \$</b>	<b>(280,807) \$</b>	<b>25,775 \$</b>	<b>(786,490)</b>
<b>TOTAL LIABILITIES/FUND BALANCES</b>	<b>\$ 1,242 \$</b>	<b>17,614 \$</b>	<b>14,446 \$</b>	<b>86,456 \$</b>	<b>323,313 \$</b>	<b>125,000 \$</b>	<b>50,159 \$</b>	<b>312 \$</b>	<b>434,193 \$</b>	<b>25,775 \$</b>	<b>1,078,510</b>

Town of Duxbury  
Capital Project Funds -Continued  
June 30, 2011

Account Title	Fund 351		Fund 352		Fund 353		Fund 359		Sub-Total		TOTAL
	Damon Wells Water Project		Water Mains Water Project		Birch St. Tank Water Project		Completed Water Cap. Proj.		Capital Projects Enterprise		
Cash - Unrestricted Checking	\$ 132,368	\$	83,949	\$	87,332	\$	25,000	\$	328,649	\$	1,407,159
Due From Other Governments	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
<b>TOTAL ASSETS</b>	<b>\$ 132,368</b>	<b>\$</b>	<b>83,949</b>	<b>\$</b>	<b>87,332</b>	<b>\$</b>	<b>25,000</b>	<b>\$</b>	<b>328,649</b>	<b>\$</b>	<b>1,407,159</b>
Warrants Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
Accounts Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
Bid Deposits	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
Deferred Revenue	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
Bond Anticipation Notes Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$	1,865,000
Grant Anticipation Notes Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>1,865,000</b>
Special Purposes	\$ 132,368	\$	83,949	\$	87,332	\$	25,000	\$	328,649	\$	(457,841)
<b>TOTAL FUND BALANCES</b>	<b>\$ 132,368</b>	<b>\$</b>	<b>83,949</b>	<b>\$</b>	<b>87,332</b>	<b>\$</b>	<b>25,000</b>	<b>\$</b>	<b>328,649</b>	<b>\$</b>	<b>(457,841)</b>
<b>TOTAL LIABILITIES/FUND BALANCES</b>	<b>\$ 132,368</b>	<b>\$</b>	<b>83,949</b>	<b>\$</b>	<b>87,332</b>	<b>\$</b>	<b>25,000</b>	<b>\$</b>	<b>328,649</b>	<b>\$</b>	<b>1,407,159</b>

Town of Duxbury  
Schedule of Combined Trust Funds  
June 30, 2011

	Fund 810 <u>Non-Expendable</u>	Fund 820 <u>Expendable</u>	Fund 830 <u>Health Claims</u>	Fund 890 <u>Agency</u>	TOTAL
Cash -Unrestricted Checking	\$ -	\$ 3,823,075	\$ 6,426,247	\$ 252,400	\$ 10,501,722
Cash - Restricted Savings	\$ 2,691,294	\$ -	\$ -	\$ -	\$ 2,691,294
Accrued Contributions Receivable	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ASSETS	\$ 2,691,294	\$ 3,823,075	\$ 6,426,247	\$ 252,400	\$ 13,193,016
Warrants Payable	\$ -	\$ -	\$ 511	\$ 6,507	\$ 7,018
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Due To Other Governments	\$ -	\$ -	\$ -	\$ 2,588	\$ 2,588
Deposits Held to Guarantee Performance	\$ -	\$ -	\$ -	\$ 308,573	\$ 308,573
Claims Incurred But Not Reported	\$ -	\$ -	\$ 919,050	\$ -	\$ 919,050
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -
Special Details Payable	\$ -	\$ -	\$ -	\$ (65,268)	\$ (65,268)
TOTAL LIABILITIES	\$ -	\$ -	\$ 919,561	\$ 252,400	\$ 1,171,961
Special Purposes	\$ -	\$ -	\$ -	\$ -	\$ -
Non Expendable Trusts	\$ 2,691,294	\$ -	\$ -	\$ -	\$ 2,691,294
Expendable Trusts	\$ -	\$ 3,823,075	\$ 5,506,686	\$ -	\$ 9,329,761
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FUND BALANCE	\$ 2,691,294	\$ 3,823,075	\$ 5,506,686	\$ -	\$ 12,021,055
TOTAL LIABILITIES/FUND BALANCE	\$ 2,691,294	\$ 3,823,075	\$ 6,426,247	\$ 252,400	\$ 13,193,016



# Town of Duxbury

## General Fund

### Fund 100

#### BALANCE SHEET

June 30, 2011

#### Assets

Cash \$ 9,672,225

Petty Cash \$ 860

#### Receivables:

Real Estate Tax \$ 877,369

Personal Property Tax \$ 12,705

Deferred Real Estate \$ 262,460

Tax Liens \$ 114,690

Tax Foreclosures \$ 682,908

Sewer Receivables \$ 16,826

Motor Vehicle Excise \$ 276,627

Boat and Other Excise \$ 7,637

Departmental Receivables \$ 372,244

Unapportioned Special Assessments \$ 636,639

\$ 3,260,105 \$ 3,260,105

#### Total Assets

\$ 12,933,190

#### Liabilities and Fund Balance

#### Liabilities:

Warrants Payable \$ 1,490,696

Accrued Teachers Payroll \$ 1,590,986

Accrued Liabilities

Withholdings Payable \$ 41,289

Abandoned Property & Unclaimed items \$ 748

Deferred Revenues \$ 2,506,945

Allowance For Abatements & Exemptions \$ 753,160

Prepaid Property Taxes \$ 64,460

Other Liabilities \$ 3,696.00

#### Fund Balances:

Appropriation Deficits \$ -

Special Purposes \$ 805,970

Reserve for Expenditures \$ 1,248,481

Undesignated \$ 4,426,759

Total Fund Balance \$ 6,481,210 \$ 6,481,210

#### Total Liabilities and Fund Balance

\$ 12,933,190

# TOWN OF DUXBURY

## General Fund

### Fund 100

## REVENUES

### Fiscal 2011 Summary

	<u>Recap Budget</u>	<u>June YTD</u>
Property Taxes:		
Real Estate & Personal Property	\$ 42,246,328.32	\$ 41,619,566.22
Tax Title/Rollback/Deferred	\$ -	\$ 81,916.24
	<u>\$ 42,246,328.32</u>	<u>\$ 41,701,482.46</u>
State Aid:		
Chapter 70	\$ 4,364,460.00	\$ 4,364,460.00
School Transportation (vocational)	\$ -	\$ 5,927.00
School Construction	\$ -	\$ -
Tuition for State Wards	\$ -	\$ -
Charter School	\$ 1,008.00	\$ 22,103.00
	<u>\$ 4,365,468.00</u>	<u>\$ 4,392,490.00</u>
General Government:		
Lottery, Beano, etc.	\$ 749,739.00	\$ 749,739.00
Highway Fund	\$ -	\$ -
Police Career Incentive	\$ 10,332.00	\$ 10,738.36
Veteran's Benefits	\$ 58,987.00	\$ 58,469.00
Exemptions Veteran's	\$ 48,699.00	\$ 87,579.00
Elderly Abatements	\$ -	\$ 9,036.00
State Owned Land	\$ 84,540.00	\$ 84,540.00
	<u>\$ 952,297.00</u>	<u>\$ 1,000,101.36</u>
<b>Total State Aid</b>	<u>\$ 5,317,765.00</u>	<u>\$ 5,392,591.36</u>
Local Aid:		
Motor Vehicle Excise	\$ 1,800,000.00	\$ 2,071,179.83
Other Excise	\$ 35,700.00	\$ 36,262.56
Pen & Int on Taxes	\$ 155,000.00	\$ 157,119.19
Payment in Lieu of Taxes	\$ 8,000.00	\$ 4,250.00
Chgs for Service : Water	\$ 311,638.00	\$ 301,371.00
Sewer	\$ 260,000.00	\$ 319,396.63
Trash Disposal	\$ 500,000.00	\$ 633,692.48
Pool	\$ 86,031.00	\$ 84,335.00
Fees	\$ 130,000.00	\$ 125,291.72
Rentals	\$ 100,000.00	\$ 112,541.06
Departmental Revenue: Library	\$ 22,000.00	\$ 24,648.81
Cemetery	\$ 700,000.00	\$ 783,536.00
Recreation	\$ -	\$ 750.00
Other	\$ 100,000.00	\$ 101,747.16
Licenses & Permits	\$ 1,700,000.00	\$ 2,036,429.65
Fines & Forfeits	\$ 45,000.00	\$ 58,460.00
Investment Income	\$ 330,000.00	\$ 179,007.57
Unbudgeted Miscellaneous Revenue	\$ -	\$ 69,122.36
Premium on Sale of Bonds	\$ -	\$ 18,833.90
Ambulance/Medicare	\$ 684,000.00	\$ 833,401.72
School Lunch & Adult Education Health Insurance	\$ 260,230.00	\$ 260,230.13
Medicare Part D	\$ -	\$ 130,848.59
<b>Total Local Receipts</b>	<u>\$ 7,227,599.00</u>	<u>\$ 8,342,455.36</u>
<b>Total Receipts</b>	<u>\$ 54,791,692.32</u>	<u>\$ 55,436,529.18</u>

## TOWN OF DUXBURY

GENERAL FUND  
APPROPRIATION ACCOUNTSDepartment

	ATM 3/13/10 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2011 Budget	2011 Transfer	Revised Budget	2011 Expenditures	2011 Encumbered	Return to General Fund
Town Meeting											
Expenses	\$ 4,300.00	\$ -	\$ -	\$ -	\$ -	\$ 4,300.00	\$ -	\$ 4,300.00	\$ 3,574.45	\$ 513.00	\$ 212.55
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 4,300.00	\$ -	\$ -	\$ -	\$ -	\$ 4,300.00	\$ -	\$ 4,300.00	\$ 3,574.45	\$ 513.00	\$ 212.55
Moderator											
Salaries	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ 40.00
Total	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ 40.00
Cable Advisory											
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Selectmen											
Salaries	\$ 236,109.00	\$ -	\$ -	\$ -	\$ -	\$ 236,109.00	\$ 11,750.00	\$ 247,859.00	\$ 245,155.88	\$ -	\$ 2,703.12
Expenses	\$ 15,330.00	\$ -	\$ -	\$ -	\$ -	\$ 15,330.00	\$ -	\$ 15,330.00	\$ 14,703.77	\$ 35.00	\$ 591.23
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.86	\$ 13.86	\$ 13.86	\$ -	\$ -
Total	\$ 251,439.00	\$ -	\$ -	\$ -	\$ -	\$ 251,439.00	\$ 11,763.86	\$ 263,202.86	\$ 259,873.51	\$ 35.00	\$ 3,294.35
Historical Comm											
Expenses	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 183.62	\$ -	\$ 16.38
Total	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 183.62	\$ -	\$ 16.38
Finance Com											
Expenses	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ 450.00	\$ -	\$ 450.00	\$ 240.00	\$ -	\$ 210.00
Total	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ 450.00	\$ -	\$ 450.00	\$ 240.00	\$ -	\$ 210.00
Finance Director											
Salaries	\$ 90,500.00	\$ -	\$ -	\$ -	\$ -	\$ 90,500.00	\$ 11,625.00	\$ 102,125.00	\$ 102,125.00	\$ -	\$ -
Expense	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,777.72	\$ -	\$ 222.28
Total	\$ 92,500.00	\$ -	\$ -	\$ -	\$ -	\$ 92,500.00	\$ 11,625.00	\$ 104,125.00	\$ 103,902.72	\$ -	\$ 222.28
Accounting											
Salaries	\$ 195,855.00	\$ -	\$ -	\$ -	\$ -	\$ 195,855.00	\$ 5,309.00	\$ 201,164.00	\$ 199,240.14	\$ -	\$ 1,923.86
Expenses	\$ 7,980.00	\$ -	\$ -	\$ -	\$ -	\$ 7,980.00	\$ (335.91)	\$ 7,644.09	\$ 7,024.50	\$ -	\$ 619.59
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331.48	\$ 331.48	\$ 321.41	\$ -	\$ 10.07
Total	\$ 203,835.00	\$ -	\$ -	\$ -	\$ -	\$ 203,835.00	\$ 5,004.57	\$ 209,139.57	\$ 206,586.05	\$ -	\$ 2,553.52
Audit											
Expenses	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ 2,000.00	\$ 44,000.00	\$ 44,000.00	\$ -	\$ -
Total	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ 2,000.00	\$ 44,000.00	\$ 44,000.00	\$ -	\$ -
Assessor											
Salaries	\$ 206,792.00	\$ -	\$ -	\$ -	\$ -	\$ 206,792.00	\$ 46,628.00	\$ 253,420.00	\$ 253,408.52	\$ -	\$ 11.48
Expenses	\$ 21,540.00	\$ -	\$ -	\$ -	\$ -	\$ 21,540.00	\$ -	\$ 21,540.00	\$ 19,482.31	\$ 50.00	\$ 2,007.69
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 379.37	\$ 379.37	\$ 54.25	\$ -	\$ 325.12
Total	\$ 228,332.00	\$ -	\$ -	\$ -	\$ -	\$ 228,332.00	\$ 47,007.37	\$ 275,339.37	\$ 272,945.08	\$ 50.00	\$ 2,344.29
Treasurer/Collector											
Salaries	\$ 271,087.00	\$ -	\$ -	\$ -	\$ -	\$ 271,087.00	\$ (2,279.00)	\$ 268,808.00	\$ 253,558.38	\$ -	\$ 15,249.62
Expenses	\$ 56,050.00	\$ -	\$ -	\$ -	\$ -	\$ 56,050.00	\$ (1,664.09)	\$ 54,385.91	\$ 43,622.94	\$ -	\$ 10,762.97
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975.17	\$ 975.17	\$ 975.17	\$ -	\$ -
Total	\$ 327,137.00	\$ -	\$ -	\$ -	\$ -	\$ 327,137.00	\$ (2,967.92)	\$ 324,169.08	\$ 298,156.49	\$ -	\$ 26,012.59



**TOWN OF DUXBURY**  
**GENERAL FUND**  
**APPROPRIATION ACCOUNTS**

Department	ATM 3/13/10 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2011 Budget	2011 Transfer	2011 Revised Budget	2011 Expenditures	2011 Encumbered	Return to General Fund
<b>Legal</b>											
Expenses	\$ 281,000.00	\$ -	\$ -	\$ -	\$ -	\$ 281,000.00	\$ -	\$ 281,000.00	\$ 247,201.78	\$ 850.00	\$ 32,948.22
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 281,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 281,000.00</b>	<b>\$ -</b>	<b>\$ 281,000.00</b>	<b>\$ 247,201.78</b>	<b>\$ 850.00</b>	<b>\$ 32,948.22</b>
<b>Personnel Board</b>											
Salaries	\$ 62,500.00	\$ -	\$ -	\$ -	\$ -	\$ 62,500.00	\$ 1,381.00	\$ 63,881.00	\$ 63,881.00	\$ -	\$ -
Expenses	\$ 3,650.00	\$ -	\$ -	\$ -	\$ -	\$ 3,650.00	\$ 4,115.00	\$ 7,765.00	\$ 6,019.17	\$ 190.08	\$ 1,555.75
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 66,150.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,150.00</b>	<b>\$ 5,496.00</b>	<b>\$ 71,646.00</b>	<b>\$ 69,900.17</b>	<b>\$ 190.08</b>	<b>\$ 1,555.75</b>
<b>Computer</b>											
Salaries	\$ 58,201.00	\$ -	\$ -	\$ -	\$ -	\$ 58,201.00	\$ 4,502.00	\$ 62,703.00	\$ 62,700.20	\$ -	\$ 2.80
Expenses	\$ 154,189.00	\$ -	\$ -	\$ -	\$ -	\$ 154,189.00	\$ -	\$ 154,189.00	\$ 134,014.86	\$ 18,564.65	\$ 1,609.49
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,638.08	\$ 11,638.08	\$ 11,121.15	\$ -	\$ 516.93
<b>Total</b>	<b>\$ 212,390.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 212,390.00</b>	<b>\$ 16,140.08</b>	<b>\$ 228,530.08</b>	<b>\$ 207,836.21</b>	<b>\$ 18,564.65</b>	<b>\$ 2,129.22</b>
<b>Tax Title</b>											
Expenses	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 10,307.90	\$ -	\$ 4,692.10
<b>Total</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 10,307.90</b>	<b>\$ -</b>	<b>\$ 4,692.10</b>
<b>Town Clerk</b>											
Salaries	\$ 108,202.00	\$ -	\$ -	\$ -	\$ -	\$ 108,202.00	\$ 2,860.00	\$ 111,062.00	\$ 110,578.24	\$ -	\$ 483.76
Expenses	\$ 3,100.00	\$ -	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00	\$ 2,465.90	\$ 343.12	\$ 290.98
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 111,302.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 111,302.00</b>	<b>\$ 2,860.00</b>	<b>\$ 114,162.00</b>	<b>\$ 113,044.14</b>	<b>\$ 343.12</b>	<b>\$ 774.74</b>
<b>Election &amp; Registration</b>											
Salaries	\$ 13,487.00	\$ -	\$ -	\$ -	\$ -	\$ 13,487.00	\$ -	\$ 13,487.00	\$ 12,942.38	\$ -	\$ 544.62
Expenses	\$ 17,190.00	\$ -	\$ -	\$ -	\$ -	\$ 17,190.00	\$ -	\$ 17,190.00	\$ 16,258.73	\$ 261.80	\$ 669.47
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213.99	\$ 213.99	\$ 213.99	\$ -	\$ -
<b>Total</b>	<b>\$ 30,677.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,677.00</b>	<b>\$ 213.99</b>	<b>\$ 30,890.99</b>	<b>\$ 29,415.10</b>	<b>\$ 261.80</b>	<b>\$ 1,214.09</b>
<b>Conservation</b>											
Salaries	\$ 106,606.00	\$ -	\$ -	\$ -	\$ -	\$ 106,606.00	\$ 25,092.30	\$ 131,698.30	\$ 131,334.13	\$ -	\$ 364.17
Expenses	\$ 11,440.00	\$ -	\$ -	\$ -	\$ -	\$ 11,440.00	\$ -	\$ 11,440.00	\$ 7,710.46	\$ 3,324.66	\$ 404.88
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,448.88	\$ 1,448.88	\$ 1,448.88	\$ -	\$ -
<b>Total</b>	<b>\$ 118,046.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 118,046.00</b>	<b>\$ 26,541.18</b>	<b>\$ 144,587.18</b>	<b>\$ 140,493.47</b>	<b>\$ 3,324.66</b>	<b>\$ 769.05</b>
<b>Planning Board</b>											
Salaries	\$ 104,244.00	\$ -	\$ -	\$ -	\$ -	\$ 104,244.00	\$ 1,018.00	\$ 105,262.00	\$ 104,023.29	\$ -	\$ 1,238.71
Expenses	\$ 11,520.00	\$ -	\$ -	\$ -	\$ -	\$ 11,520.00	\$ -	\$ 11,520.00	\$ 10,243.42	\$ 144.20	\$ 1,132.38
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,004.93	\$ 1,004.93	\$ 555.43	\$ -	\$ 449.50
<b>Total</b>	<b>\$ 115,764.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,764.00</b>	<b>\$ 2,022.93</b>	<b>\$ 117,786.93</b>	<b>\$ 114,822.14</b>	<b>\$ 144.20</b>	<b>\$ 2,820.59</b>
<b>TOTAL GEN GOVT</b>	<b>\$ 2,100,562.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,100,562.00</b>	<b>\$ 128,007.06</b>	<b>\$ 2,228,569.06</b>	<b>\$ 2,122,482.83</b>	<b>\$ 24,276.51</b>	<b>\$ 81,809.72</b>
<b>Police</b>											
Salaries	\$ 2,828,728.00	\$ -	\$ -	\$ -	\$ -	\$ 2,828,728.00	\$ 18,267.00	\$ 2,846,995.00	\$ 2,672,854.62	\$ 155,248.76	\$ 18,891.62
Expenses	\$ 194,884.00	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 200,384.00	\$ 19,500.00	\$ 219,884.00	\$ 210,267.90	\$ 4,274.09	\$ 5,312.01
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,644.74	\$ 30,644.74	\$ 30,644.74	\$ -	\$ -
<b>Total</b>	<b>\$ 3,023,612.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,500.00</b>	<b>\$ 3,029,112.00</b>	<b>\$ 68,411.74</b>	<b>\$ 3,097,523.74</b>	<b>\$ 2,913,767.26</b>	<b>\$ 159,522.85</b>	<b>\$ 24,233.63</b>

TOWN OF DUXBURY  
GENERAL FUND  
APPROPRIATION ACCOUNTS

Department

	ATM 3/13/10 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2011 Budget	2011 Transfer	2011 Revised budget	2011 Expenditures	2011 Encumbered	Return to General Fund
Fire											
Salaries	\$ 1,964,490.00	\$ -	\$ -	\$ -	\$ 85,000.00	\$ 2,049,490.00	\$ 97,023.00	\$ 2,146,513.00	\$ 2,146,513.00	\$ -	\$ -
Expenses	\$ 235,550.00	\$ -	\$ -	\$ -	\$ -	\$ 235,550.00	\$ (14,000.00)	\$ 221,550.00	\$ 219,756.83	\$ 1,733.80	\$ 59.37
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,022.15	\$ 1,022.15	\$ -	\$ -	\$ -
Total	\$ 2,200,040.00	\$ -	\$ -	\$ -	\$ 85,000.00	\$ 2,285,040.00	\$ 84,045.15	\$ 2,369,085.15	\$ 2,367,291.98	\$ 1,733.80	\$ 59.37
Inspectional Svcs											
Salaries	\$ 387,669.00	\$ -	\$ -	\$ -	\$ -	\$ 387,669.00	\$ 40.00	\$ 387,709.00	\$ 368,321.40	\$ -	\$ 19,387.60
Expenses	\$ 24,400.00	\$ -	\$ -	\$ -	\$ -	\$ 24,400.00	\$ -	\$ 24,400.00	\$ 22,459.92	\$ 140.00	\$ 1,800.08
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 945.00	\$ 945.00	\$ 560.00	\$ -	\$ 385.00
Total	\$ 412,069.00	\$ -	\$ -	\$ -	\$ -	\$ 412,069.00	\$ 985.00	\$ 413,054.00	\$ 391,341.32	\$ 140.00	\$ 21,572.68
Harbormaster											
Salaries	\$ 177,243.00	\$ -	\$ -	\$ -	\$ -	\$ 177,243.00	\$ 54,651.00	\$ 231,894.00	\$ 223,124.93	\$ -	\$ 8,769.07
Expenses	\$ 24,600.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 28,600.00	\$ -	\$ 28,600.00	\$ 27,969.03	\$ -	\$ 630.97
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 201,843.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 205,843.00	\$ 54,651.00	\$ 260,494.00	\$ 251,093.96	\$ -	\$ 9,400.04
TOTAL PUB SAFETY	\$ 5,837,564.00	\$ -	\$ -	\$ -	\$ 94,500.00	\$ 5,932,064.00	\$ 208,092.89	\$ 6,140,156.89	\$ 5,923,494.52	\$ 161,396.65	\$ 55,265.72

Education

Salaries	\$ 21,146,072.00	\$ -	\$ -	\$ -	\$ -	\$ 21,640,527.68	\$ -	\$ 21,640,527.68	\$ 21,571,142.71	\$ -	\$ 69,384.97
Expenses	\$ 6,800,386.00	\$ -	\$ -	\$ -	\$ -	\$ 6,305,930.32	\$ -	\$ 6,305,930.32	\$ 6,102,434.32	\$ 253,452.69	\$ (49,956.69)
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 338,973.46	\$ 338,973.46	\$ 282,684.08	\$ -	\$ 56,289.38
Total	\$ 27,946,458.00	\$ -	\$ -	\$ -	\$ -	\$ 27,946,458.00	\$ 338,973.46	\$ 28,285,431.46	\$ 27,956,261.11	\$ 253,452.69	\$ 75,717.66
TOTAL EDUCATION	\$ 27,946,458.00	\$ -	\$ -	\$ -	\$ -	\$ 27,946,458.00	\$ 338,973.46	\$ 28,285,431.46	\$ 27,956,261.11	\$ 253,452.69	\$ 75,717.66

Central Building

Salaries	\$ 57,530.00	\$ -	\$ -	\$ -	\$ -	\$ 57,530.00	\$ -	\$ 57,530.00	\$ 56,318.98	\$ -	\$ 1,211.02
Expenses	\$ 236,000.00	\$ -	\$ -	\$ -	\$ -	\$ 236,000.00	\$ -	\$ 236,000.00	\$ 205,358.61	\$ 5,553.09	\$ 25,088.30
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421.42	\$ 421.42	\$ -	\$ -	\$ -
Total	\$ 293,530.00	\$ -	\$ -	\$ -	\$ -	\$ 293,530.00	\$ 421.42	\$ 293,951.42	\$ 262,099.01	\$ 5,553.09	\$ 26,299.32

Building Maint

Expenses	\$ 34,400.00	\$ -	\$ -	\$ -	\$ -	\$ 34,400.00	\$ -	\$ 34,400.00	\$ 33,989.55	\$ 390.92	\$ 19.53
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 34,400.00	\$ -	\$ -	\$ -	\$ -	\$ 34,400.00	\$ -	\$ 34,400.00	\$ 33,989.55	\$ 390.92	\$ 19.53

Tarklin

Expenses	\$ 16,500.00	\$ -	\$ -	\$ -	\$ -	\$ 16,500.00	\$ -	\$ 16,500.00	\$ 14,570.99	\$ 68.23	\$ 1,860.78
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 16,500.00	\$ -	\$ -	\$ -	\$ -	\$ 16,500.00	\$ -	\$ 16,500.00	\$ 14,570.99	\$ 68.23	\$ 1,860.78

Animal Control

Salaries	\$ 50,777.00	\$ -	\$ -	\$ -	\$ -	\$ 50,777.00	\$ 6,632.00	\$ 57,409.00	\$ 56,997.92	\$ -	\$ 411.08
Expenses	\$ 10,150.00	\$ -	\$ -	\$ -	\$ -	\$ 10,150.00	\$ -	\$ 10,150.00	\$ 8,048.04	\$ -	\$ 2,101.96
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 60,927.00	\$ -	\$ -	\$ -	\$ -	\$ 60,927.00	\$ 6,632.00	\$ 67,559.00	\$ 65,045.96	\$ -	\$ 2,513.04

Lands & Nat Res

Salaries	\$ 360,648.00	\$ -	\$ -	\$ -	\$ (12,900.00)	\$ 347,748.00	\$ -	\$ 347,748.00	\$ 317,288.74	\$ -	\$ 30,459.26
Expenses	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ -	\$ 42,000.00	\$ 41,562.77	\$ 390.00	\$ 47.23
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336.30	\$ 336.30	\$ 336.30	\$ -	\$ -
Total	\$ 402,648.00	\$ -	\$ -	\$ -	\$ (12,900.00)	\$ 389,748.00	\$ 336.30	\$ 390,084.30	\$ 359,187.81	\$ 390.00	\$ 30,506.49

**TOWN OF DUXBURY**  
GENERAL FUND  
APPROPRIATION ACCOUNTS

**Department**

	ATM 3/13/10 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2011 Budget	2011 Transfer	2011 Revised Budget	2011 Expenditures	2011 Encumbered	Return to General Fund
Fuel Depot											
Expenses	\$ 242,500.00	\$ -	\$ -	\$ -	\$ -	\$ 242,500.00	\$ -	\$ 242,500.00	\$ 235,248.19	\$ -	\$ 7,251.81
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 242,500.00	\$ -	\$ -	\$ -	\$ -	\$ 242,500.00	\$ -	\$ 242,500.00	\$ 235,248.19	\$ -	\$ 7,251.81
DPW Management											
Salaries	\$ 253,911.00	\$ -	\$ -	\$ -	\$ -	\$ 253,911.00	\$ 15,939.00	\$ 269,850.00	\$ 269,811.63	\$ -	\$ 38.37
Expenses	\$ 31,350.00	\$ -	\$ -	\$ -	\$ -	\$ 31,350.00	\$ -	\$ 31,350.00	\$ 29,345.63	\$ 150.00	\$ 1,854.37
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00	\$ 90.00	\$ -	\$ -
Total	\$ 285,261.00	\$ -	\$ -	\$ -	\$ -	\$ 285,261.00	\$ 16,029.00	\$ 301,290.00	\$ 299,247.26	\$ 150.00	\$ 1,892.74
Vehicle Maintenance											
Salaries	\$ 145,998.00	\$ -	\$ -	\$ -	\$ -	\$ 145,998.00	\$ 2,196.00	\$ 148,194.00	\$ 143,396.77	\$ -	\$ 4,797.23
Expenses	\$ 112,500.00	\$ -	\$ -	\$ -	\$ -	\$ 112,500.00	\$ 29,169.51	\$ 141,669.51	\$ 141,545.83	\$ -	\$ 123.68
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 258,498.00	\$ -	\$ -	\$ -	\$ -	\$ 258,498.00	\$ 31,365.51	\$ 289,863.51	\$ 284,942.60	\$ -	\$ 4,920.91
Highway Department											
Salaries	\$ 425,090.00	\$ -	\$ -	\$ -	\$ -	\$ 425,090.00	\$ -	\$ 425,090.00	\$ 419,736.88	\$ -	\$ 5,353.12
Expenses	\$ 49,800.00	\$ -	\$ -	\$ -	\$ -	\$ 49,800.00	\$ 17,500.00	\$ 67,300.00	\$ 60,747.91	\$ -	\$ 6,552.09
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,692.87	\$ 1,692.87	\$ 1,692.87	\$ -	\$ -
Total	\$ 474,890.00	\$ -	\$ -	\$ -	\$ -	\$ 474,890.00	\$ 19,192.87	\$ 494,082.87	\$ 482,177.66	\$ -	\$ 11,905.21
Snow & Ice											
Salaries	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 115,000.00	\$ (5,637.64)	\$ 109,362.36	\$ 109,362.36	\$ -	\$ -
Expenses	\$ 94,200.00	\$ -	\$ -	\$ -	\$ 125,000.00	\$ 219,200.00	\$ 16,779.08	\$ 235,979.08	\$ 235,979.08	\$ -	\$ 0.00
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 149,200.00	\$ -	\$ -	\$ -	\$ 185,000.00	\$ 334,200.00	\$ 11,141.44	\$ 345,341.44	\$ 345,341.44	\$ -	\$ 0.00
Street Lights											
Expenses	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 36,084.37	\$ -	\$ 3,915.63
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00	\$ 36,084.37	\$ -	\$ 3,915.63
Transfer Station											
Salaries	\$ 205,342.00	\$ -	\$ -	\$ -	\$ -	\$ 205,342.00	\$ -	\$ 205,342.00	\$ 196,216.96	\$ -	\$ 9,125.04
Expenses	\$ 537,200.00	\$ -	\$ -	\$ -	\$ -	\$ 537,200.00	\$ (11,141.44)	\$ 526,058.56	\$ 464,414.75	\$ 35,232.00	\$ 26,411.81
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,537.29	\$ 13,537.29	\$ 13,237.29	\$ -	\$ 300.00
Total	\$ 742,542.00	\$ -	\$ -	\$ -	\$ -	\$ 742,542.00	\$ 2,395.85	\$ 744,937.85	\$ 673,869.00	\$ 35,232.00	\$ 35,836.85
Sewer Department											
Salaries	\$ 14,900.00	\$ -	\$ -	\$ -	\$ -	\$ 14,900.00	\$ 820.00	\$ 15,720.00	\$ 5,720.78	\$ -	\$ 9,999.22
Expenses	\$ 216,000.00	\$ -	\$ -	\$ -	\$ -	\$ 216,000.00	\$ -	\$ 216,000.00	\$ 139,693.71	\$ 8,500.00	\$ 67,806.29
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 230,900.00	\$ -	\$ -	\$ -	\$ -	\$ 230,900.00	\$ 820.00	\$ 231,720.00	\$ 145,414.49	\$ 8,500.00	\$ 77,805.51
Cemetery											
Salaries	\$ 353,148.00	\$ -	\$ -	\$ -	\$ -	\$ 353,148.00	\$ 29,484.00	\$ 382,632.00	\$ 381,473.61	\$ -	\$ 1,158.39
Expenses	\$ 148,720.00	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 178,720.00	\$ -	\$ 178,720.00	\$ 166,905.57	\$ 5,641.67	\$ 6,172.76
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,664.09	\$ 3,664.09	\$ 2,664.09	\$ -	\$ 1,000.00
Total	\$ 501,868.00	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 531,868.00	\$ 33,148.09	\$ 565,016.09	\$ 551,043.27	\$ 5,641.67	\$ 8,331.15
TOTAL PUBLIC WORKS	\$ 3,733,664.00	\$ -	\$ -	\$ 30,000.00	\$ 172,100.00	\$ 3,935,764.00	\$ 121,482.48	\$ 4,057,246.48	\$ 3,788,261.60	\$ 55,925.91	\$ 213,058.97



**TOWN OF DUXBURY**  
GENERAL FUND  
APPROPRIATION ACCOUNTS

**Department**

**Council on Aging**

	ATM/313/10 Raise & App	Borrowing ATM/STMI	Free Cash Article	Other Financing Sources	STM Transfers	2011 Budget	2011 Transfer	2011 Revised budget	2011 Expenditures	2011 Encumbered	Return to General Fund
Salaries	\$ 284,808.00	\$ -	\$ -	\$ -	\$ -	\$ 284,808.00	\$ 28,046.00	\$ 312,854.00	\$ 310,373.70	\$ -	\$ 2,480.30
Expenses	\$ 125,615.00	\$ -	\$ -	\$ -	\$ -	\$ 125,615.00	\$ (2,000.00)	\$ 123,615.00	\$ 112,736.38	\$ 2,150.17	\$ 8,728.45
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,260.92	\$ 5,260.92	\$ 4,322.92	\$ -	\$ 938.00
Total	\$ 410,423.00	\$ -	\$ -	\$ -	\$ -	\$ 410,423.00	\$ 31,306.92	\$ 441,729.92	\$ 427,433.00	\$ 2,150.17	\$ 12,146.75

**Veteran's**

Salaries	\$ 20,911.00	\$ -	\$ -	\$ -	\$ -	\$ 20,911.00	\$ -	\$ 20,911.00	\$ 17,218.95	\$ -	\$ 3,692.05
Expenses	\$ 77,985.00	\$ -	\$ -	\$ -	\$ -	\$ 77,985.00	\$ -	\$ 77,985.00	\$ 67,500.39	\$ 507.01	\$ 9,977.60
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465.12	\$ -	\$ 465.12	\$ -	\$ -
Total	\$ 98,896.00	\$ -	\$ -	\$ -	\$ -	\$ 98,896.00	\$ 465.12	\$ 99,361.12	\$ 85,184.46	\$ 507.01	\$ 13,669.65

**Ply. Cty. Cooperative Ext.**

Expenses	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -
Encumber PY	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -

**TOTAL HUMAN SERVICES**

	\$ 509,519.00	\$ -	\$ -	\$ -	\$ -	\$ 509,519.00	\$ 31,772.04	\$ 541,291.04	\$ 512,817.46	\$ 2,657.18	\$ 25,816.40
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**Library**

Salaries	\$ 855,926.00	\$ -	\$ -	\$ -	\$ -	\$ 855,926.00	\$ 65,739.00	\$ 921,665.00	\$ 915,416.13	\$ 6,237.00	\$ 11.87
Expenses	\$ 306,460.00	\$ -	\$ -	\$ -	\$ -	\$ 306,460.00	\$ 7,000.00	\$ 313,460.00	\$ 304,371.22	\$ 4,512.21	\$ 4,576.57
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,307.91	\$ 5,307.91	\$ 4,677.39	\$ -	\$ 630.52
Total	\$ 1,162,386.00	\$ -	\$ -	\$ -	\$ -	\$ 1,162,386.00	\$ 78,046.91	\$ 1,240,432.91	\$ 1,224,464.74	\$ 10,749.21	\$ 5,218.96

**Recreation**

Salaries	\$ 140,626.00	\$ -	\$ -	\$ -	\$ -	\$ 140,626.00	\$ 53,493.00	\$ 194,119.00	\$ 194,110.63	\$ -	\$ 8.37
Expenses	\$ 2,850.00	\$ -	\$ -	\$ -	\$ -	\$ 2,850.00	\$ -	\$ 2,850.00	\$ 2,281.97	\$ -	\$ 568.03
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 143,476.00	\$ -	\$ -	\$ -	\$ -	\$ 143,476.00	\$ 53,493.00	\$ 196,969.00	\$ 196,392.60	\$ -	\$ 576.40

**Pool**

Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,914.49	\$ 6,914.49	\$ 5,323.72	\$ -	\$ 1,590.77
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,914.49	\$ 6,914.49	\$ 5,323.72	\$ -	\$ 1,590.77

**Lifeguards**

Salaries	\$ 16,770.00	\$ -	\$ -	\$ -	\$ -	\$ 16,770.00	\$ -	\$ 16,770.00	\$ 12,996.88	\$ -	\$ 3,773.12
Expenses	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00	\$ 275.06	\$ -	\$ 324.94
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 17,370.00	\$ -	\$ -	\$ -	\$ -	\$ 17,370.00	\$ -	\$ 17,370.00	\$ 13,271.94	\$ -	\$ 4,098.06

**North Hill**

Expenses	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,860.00	\$ -	\$ 140.00
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,860.00	\$ -	\$ 140.00

**TOWN OF DUXBURY**  
**GENERAL FUND**  
**APPROPRIATION ACCOUNTS**

**Department**

**Public Celebrations**

ATM 3/13/10 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2011 Budget	2011 Transfer	2011 Revised budget	2011 Expenditures	2011 Encumbered	Return to General Fund
\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 3,036.25	\$ -	\$ 1,463.75
\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 3,036.25	\$ -	\$ 1,463.75

**TOTAL LIBRARY & RECREATION**

Medicare	\$ 1,329,732.00	\$ -	\$ -	\$ -	\$ 1,329,732.00	\$ 138,454.40	\$ 1,468,186.40	\$ 1,444,349.25	\$ 107,492.21	\$ 13,087.94
Life Insurance	\$ 450,000.00	\$ -	\$ -	\$ -	\$ 450,000.00	\$ -	\$ 450,000.00	\$ 443,839.27	\$ -	\$ 6,160.73
Health Insurance	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	\$ 13,000.00	\$ 11,217.05	\$ -	\$ 1,782.95
Pensions- noncont	\$ 6,900,000.00	\$ -	\$ -	\$ (361,472.00)	\$ 6,538,528.00	\$ (20,115.00)	\$ 6,518,413.00	\$ 6,118,272.00	\$ -	\$ 400,141.00
Pensions- cont	\$ 29,500.00	\$ -	\$ -	\$ -	\$ 29,500.00	\$ -	\$ 29,500.00	\$ 19,946.16	\$ -	\$ 9,553.84
Unemployment	\$ 2,024,974.00	\$ -	\$ -	\$ 150,000.00	\$ 2,174,974.00	\$ -	\$ 2,174,974.00	\$ 2,174,974.00	\$ -	\$ -
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Worker's Comp	\$ 255,000.00	\$ -	\$ -	\$ -	\$ 255,000.00	\$ 50,000.00	\$ 50,000.00	\$ 1,565.55	\$ -	\$ 48,434.45
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,000.00	\$ 212,253.66	\$ -	\$ 42,746.34
Fire, Liability Ins	\$ 277,800.00	\$ -	\$ -	\$ -	\$ 277,800.00	\$ -	\$ 277,800.00	\$ 238,053.65	\$ -	\$ 39,746.35
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unpaid Bills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve Fund	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00	\$ (66,169.51)	\$ 33,830.49	\$ -	\$ -	\$ 33,830.49

Principal	\$ 1,738,513.00	\$ -	\$ -	\$ -	\$ 1,738,513.00	\$ -	\$ 1,738,513.00	\$ 1,711,512.58	\$ -	\$ 27,000.42
Interest	\$ 646,666.00	\$ -	\$ -	\$ -	\$ 646,666.00	\$ -	\$ 646,666.00	\$ 587,300.33	\$ -	\$ 59,365.67
Bond Expense	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 201.79	\$ -	\$ 19,798.21
Short-term Interest	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
TOTAL ADMIN	\$ 12,475,453.00	\$ -	\$ -	\$ 150,000.00	\$ 12,263,981.00	\$ (36,284.51)	\$ 12,227,696.49	\$ 11,519,136.04	\$ -	\$ 708,560.45
GRAND TOTAL	\$ 53,932,952.00	\$ -	\$ -	\$ 180,000.00	\$ 54,018,080.00	\$ 930,497.82	\$ 54,948,577.82	\$ 53,266,802.81	\$ 508,458.15	\$ 1,173,316.86

**General Government**

Public Safety	\$ 2,100,562.00	\$ -	\$ -	\$ -	\$ 2,100,562.00	\$ 128,007.06	\$ 2,228,569.06	\$ 2,122,482.83	\$ 24,276.51	\$ 81,809.72
Education	\$ 5,837,564.00	\$ -	\$ -	\$ -	\$ 5,837,564.00	\$ 208,092.89	\$ 6,140,156.89	\$ 5,923,494.52	\$ 161,396.65	\$ 55,265.72
Public Works	\$ 27,946,458.00	\$ -	\$ -	\$ -	\$ 27,946,458.00	\$ 338,973.46	\$ 28,285,431.46	\$ 27,956,261.11	\$ 253,452.69	\$ 75,717.66
Human Services	\$ 3,733,664.00	\$ -	\$ -	\$ 30,000.00	\$ 3,935,764.00	\$ 121,482.48	\$ 4,057,246.48	\$ 3,788,261.60	\$ 55,925.91	\$ 213,058.97
Library & Recreation	\$ 509,519.00	\$ -	\$ -	\$ -	\$ 509,519.00	\$ 31,772.04	\$ 541,291.04	\$ 512,817.46	\$ 2,657.18	\$ 25,816.40
Fired Costs	\$ 1,329,732.00	\$ -	\$ -	\$ -	\$ 1,329,732.00	\$ 138,454.40	\$ 1,468,186.40	\$ 1,444,349.25	\$ 107,492.21	\$ 13,087.94
TOTAL GENERAL FUND	\$ 12,475,453.00	\$ -	\$ -	\$ 150,000.00	\$ 12,263,981.00	\$ (36,284.51)	\$ 12,227,696.49	\$ 11,519,136.04	\$ -	\$ 708,560.45
	\$ 53,932,952.00	\$ -	\$ -	\$ 180,000.00	\$ 54,018,080.00	\$ 930,497.82	\$ 54,948,577.82	\$ 53,266,802.81	\$ 508,458.15	\$ 1,173,316.86

**TOWN OF DUXBURY  
Continued Appropriations  
General Fund**

	<b>Department</b>	<b>Original Budget Voted from 3/10 ATM</b>	<b>Available Budget</b>	<b>Supplemental Appropriations Presented on FY 12 Recap</b>	<b>Total Balance 7/1/2010</b>	<b>Transfers</b>	<b>FY 2011 Expenditures To-Date</b>	<b>Balance As of 6/30/2011</b>	<b>Departmental Retained Balances</b>	<b>Balance Closed Out At Year-end</b>
<b>General Government</b>										
Selection										
Article 10 3/06 ATM - A.D.A. Compliance		15,375.04	15,375.04		15,375.04		-	15,375.04		-
Article 11 3/09 ATM - Duxbury Beach Lease		-	400,000.00		400,000.00		400,000.00	-		-
Article 12 3/09 ATM - July 4th Parade		-	10,000.00		10,000.00		10,000.00	-		-
Assessors										
Article 6-1 3/10 ATM - Primer/Copier/Scanner		-	7,373.00		7,373.00		2,306.04	5,066.96		-
Personnel Board										
Article 7 3/09 ATM - Compensation Adjustments		26,444.30	26,444.30		26,444.30	(26,444.30)	-	-		-
Article 7 3/10 ATM - Compensation Adjustments		-	50,000.00		50,000.00	(44,400.00)	-	5,600.00		-
Article 3-2 3/11 STM - Funding Collective Agreements		-	-	28,272.00	28,272.00	(28,272.00)	-	-		-
Article 6 3/11 STM - Funding Classification & Compensation Study		-	-	276,425.00	276,425.00	(276,425.00)	-	-		-
Treasurer										
Article 2 3/11 STM - Unpaid Bills		-	-	1,000.00	1,000.00		1,000.00	-		-
Information Systems										
Article 6-1 3/02 ATM - Technology		6,685.82	6,685.82		6,685.82		6,685.82	-		-
Article 6-1A 3/08 ATM - PC Replacement		-	3,602.98		3,602.98		3,602.98	-		-
Article 6-1A 3/08 ATM - Document Mgmt. Software		-	22,306.47		22,306.47		7,529.32	14,777.15		-
Article 6-1 3/10 ATM - Bldg. Floor Plan Integration with Pictometry		-	3,000.00		3,000.00		-	3,000.00		-
Article 6-1 3/10 ATM - Technology Master Plan		-	30,000.00		30,000.00		12,000.00	18,000.00		-
Tax Title										
Article 2 3/11 STM - Unpaid Bills		-	-	5,017.25	5,017.25		5,017.25	-		-
Planning Board										
Article 27 3/04 ATM - Street Mapping		4,861.80	4,861.80		4,861.80		-	4,861.80		-
<b>Total General Government:</b>		<b>79,276.41</b>	<b>579,649.41</b>	<b>310,714.25</b>	<b>890,363.66</b>	<b>(375,541.30)</b>	<b>448,141.41</b>	<b>66,680.95</b>	<b>66,680.95</b>	<b>-</b>
<b>Public Safety</b>										
Police										
Article 6-2 3/10 ATM - Site Feasibility Study & Testing		-	30,000.00		30,000.00		27,000.00	3,000.00		-
Article 2 3/11 STM - Unpaid Bills		-	-	50.00	50.00		50.00	-		-
Fire										
Article 6-2 3/10 ATM - Replace 2005 Ambulance		-	200,000.00		200,000.00		186,686.26	13,313.74		13,313.74
Article 6-2 3/10 ATM - Replace Cardiac Monitors/Defibrillators (3)		-	50,000.00		50,000.00		48,697.42	1,302.58		1,302.58
Article 6-2 3/10 ATM - Replace 1999 Deputy Chiefs Vehicle		-	30,000.00		30,000.00		30,000.00	-		-
Article 6-2 3/10 ATM - Turnout Gear Pants & Coats (5)		-	12,000.00		12,000.00		12,000.00	-		-
Article 6-2 3/10 ATM - EMS Training Mannequin		-	5,000.00		5,000.00		4,850.00	150.00		150.00
Article 6-2 3/10 ATM - Renovate Station 1 Bookroom		-	10,000.00		10,000.00		76.13	9,923.87		9,923.87
Article 3-1 3/11 STM - Funding Collective Agreements		-	-	79,675.00	79,675.00	(79,675.00)	-	-		-
Harbormaster/Beach Management										
Article 6-2E 3/09 ATM - Aids to Navigation		8,542.11	8,542.11		8,542.11		912.93	7,629.18		-
Article 6-2 3/10 ATM - Replace 2001 Patrol Vehicle		-	31,666.00		31,666.00		30,936.91	709.09		709.09
Article 6-2 3/10 ATM - Replace 2000 Ford Expedition		-	31,666.00		31,666.00		31,401.00	265.00		265.00
Article 6-2 3/10 ATM - Telephone System Upgrade		-	4,200.00		4,200.00		3,887.00	313.00		313.00
<b>Total Public Safety:</b>		<b>8,542.11</b>	<b>413,074.11</b>	<b>79,725.00</b>	<b>492,798.11</b>	<b>(79,675.00)</b>	<b>376,517.65</b>	<b>36,606.46</b>	<b>10,629.18</b>	<b>28,977.28</b>



**TOWN OF DUXBURY**  
**Continued Appropriations**  
**General Fund**

Department	6/30/2010 Balances	Original Budget Voted from 3/10 ATM	Available Budget	Supplemental Appropriations Presented on FY 12 Recap	Total Balance 7/1/2010	Transfers	FY 2011 Expenditures To-Date	Balance As of 6/30/2011	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Education</b>										
Duxbury Public Schools										
Article 7-4 3/08 ATM - Textbooks - Library - System Wide	1,185.00		1,185.00		1,185.00		1,184.80	0.20	-	0.20
Article 6-5 3/10 ATM - Network Upgrades - System Wide	-	10,000.00	10,000.00		10,000.00		9,942.15	57.85	-	57.85
Article 6-5 3/10 ATM - Mobile Class Computer System - System Wide	-	30,000.00	30,000.00		30,000.00		28,992.60	1,007.40	1,007.40	0.00
Article 6-5 3/10 ATM - Replace Printers - System Wide	-	13,000.00	13,000.00		13,000.00		13,000.00	-	-	-
Article 6-5 3/10 ATM - Replace Computers - System Wide	-	110,000.00	110,000.00		110,000.00		109,975.55	24.45	-	24.45
Article 6-5 3/10 ATM - Projectors - System Wide	-	38,500.00	38,500.00		38,500.00		38,500.00	-	-	-
Article 6-5 3/10 ATM - Install Wireless System Phase III - DHS	-	10,000.00	10,000.00		10,000.00		10,000.00	-	-	-
Article 6-5 3/10 ATM - Carpet Replacement	-	24,000.00	24,000.00		24,000.00		24,000.00	-	-	-
Article 6-5 3/10 ATM - New Classroom Furniture	-	6,500.00	6,500.00		6,500.00		1,761.49	4,738.51	4,738.51	-
Article 6-5 3/10 ATM - White Marker Boards	-	8,000.00	8,000.00		8,000.00		8,000.00	-	-	-
<b>Total Education:</b>	<b>1,185.00</b>	<b>250,000.00</b>	<b>251,185.00</b>	<b>-</b>	<b>251,185.00</b>	<b>-</b>	<b>245,356.59</b>	<b>5,828.41</b>	<b>5,745.91</b>	<b>82.50</b>
<b>Public Works</b>										
DPW Administration										
Article 6-4 3/00 ATM - Town Landings	10,166.83	-	10,166.83		10,166.83		82.00	10,084.83	10,084.83	-
Article 6-4 3/01 ATM - Landings	50,000.00	-	50,000.00		50,000.00		-	50,000.00	50,000.00	-
Article 11 3/05 STM - Powder Point Bridge	20,653.47	-	20,653.47		20,653.47		-	20,653.47	20,653.47	-
DPW Highway Department										
Article 6-3 3/10 ATM - Replace 2001 JCB Backhoe H-9	-	153,000.00	153,000.00		153,000.00		129,711.00	23,289.00	-	23,289.00
Article 2 3/11 STM - Unpaid Bills	-	-	-	7,660.45	7,660.45		7,660.45	-	-	-
Snow and Ice										
Article 6-3 3/10 ATM - 10 Foot Power Angle Plow	-	15,202.00	15,202.00		15,202.00		13,400.00	1,802.00	-	1,802.00
Transfer Station										
Article 6-3 3/10 ATM - Replace Fencing	-	17,100.00	17,100.00		17,100.00		14,648.09	2,451.91	-	2,451.91
Cemetery										
Article 6-3B 3/09 ATM - Re-Line Crematory Retorts	1,858.07	-	1,858.07		1,858.07		-	1,858.07	1,858.07	-
Article 6-3D 3/09 ATM - New Crematory Design	44,120.05	-	44,120.05		44,120.05		6,756.00	37,364.05	37,364.05	-
Article 6-3 3/10 ATM - Reline Crematory Retorts (2)	-	80,000.00	80,000.00		80,000.00		23,669.92	56,330.08	56,330.08	-
Central Building										
Article 6-3A 3/08 ATM - Town Hall Air Handler	40,000.00	-	40,000.00		40,000.00		22,770.00	17,230.00	17,230.00	-
Article 6-2 3/10 ATM - Town Hall Office Reconfiguration	-	5,065.00	5,065.00		5,065.00		3,927.00	1,138.00	1,138.00	-
Building Maintenance										
Article 6-3A 3/09 ATM - Garage Metal Walls	5,200.00	-	5,200.00		5,200.00		-	5,200.00	-	5,200.00
Lands & Natural Resources										
Article 7-2 3/08 ATM - Hazardous Tree Removal	10,203.65	-	10,203.65		10,203.65		1,497.00	8,706.65	8,706.65	-
Article 6-3 3/10 ATM - Replace 1998 Bucket Truck H-23	-	175,000.00	175,000.00		175,000.00		175,000.00	-	-	-
Article 2 3/11 STM - Unpaid Bills	-	-	-	178.60	178.60		178.60	-	-	-
<b>Total Public Works:</b>	<b>182,202.07</b>	<b>445,367.00</b>	<b>627,569.07</b>	<b>7,839.05</b>	<b>635,408.12</b>	<b>-</b>	<b>399,300.06</b>	<b>236,108.06</b>	<b>203,365.15</b>	<b>32,742.91</b>

**TOWN OF DUXBURY**  
Continued Appropriations  
General Fund

	6/30/2010 Balances	Original Budget Voted from 3/10 ATM	Available Budget	Supplemental Appropriations Presented on FY 12 Recap	Total Balance 7/1/2010	Transfers	FY 2011 Expenditures To-Date	Balance As of 6/30/2011	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Human Services</b>										
Veterans' Services	-	-	-	31.98	31.98		31.98	-	-	-
Article 2 3/11 STM - Unpaid Bills				31.98	31.98		31.98	-	-	-
<b>Total Human Services:</b>	-	-	-	31.98	31.98		31.98	-	-	-
<b>Culture &amp; Recreation</b>										
Library										
Article 6-5 3/00 ATM - Technology	5,056.40	-	5,056.40		5,056.40		2,647.40	2,409.00	2,409.00	-
Article 6-5A 3/09 ATM - Replace Gas Water Heater	2,000.00	-	2,000.00		2,000.00		-	2,000.00	2,000.00	-
Article 6-3 3/10 ATM - Carpet Replacement	-	2,600.00	2,600.00		2,600.00		1,951.00	649.00	649.00	-
Recreation										
Article 6-4 3/10 ATM - Telephone System Upgrade	-	4,300.00	4,300.00		4,300.00		4,200.00	100.00	-	100.00
North Hill										
Article 6-4 3/08 ATM - Replacement Parts Irrigation System	8,000.00	10,000.00	8,000.00		8,000.00		7,209.32	790.68	-	790.68
Article 6-5C 3/09 ATM - Replace Irrigation Pump-North Hill Golf Course			10,000.00		10,000.00		3,966.87	6,033.13	6,033.13	-
<b>Total Culture &amp; Recreation:</b>	15,056.40	16,900.00	31,956.40	-	31,956.40		19,974.59	11,981.81	11,091.13	890.68
<b>Other Unclassified</b>										
Unemployment Trust Fund Art. 4 STM 3/12/2011	-	-	-	150,000.00	150,000.00		150,000.00	-	-	-
Pension Reserve Fund Art. 5 STM 3/12/2011	-	-	-	150,000.00	150,000.00		150,000.00	-	-	-
Stabilization Fund Art. 7 STM 3/12/2011	-	-	-	300,000.00	300,000.00		300,000.00	-	-	-
<b>Total Other Unclassified:</b>	-	-	-	600,000.00	600,000.00		600,000.00	-	-	-
<b>Total Balances:</b>	286,261.99	1,617,172.00	1,903,433.99	998,310.28	2,901,744.27	(455,216.30)	2,089,322.28	357,205.69	297,512.32	59,693.37

***Town of Duxbury***  
**Fund 220**  
**School Cafeteria**  
**Analysis of Revenue & Expenditures**  
**June 30, 2011**

***Revenues:***

	CAFETERIA	BREADBOARD	TOTALS
Lunchroom	\$ 766,425.61	\$ 2,410.00	\$ 768,835.61
Section 4: (Reduced Lunch)	\$ 42,440.67	\$ -	\$ 42,440.67
Section 11: (Free Lunch)	\$ 28,131.37	\$ -	\$ 28,131.37
State Aid: (Full Paid Lunch)	\$ 10,822.57	\$ -	\$ 10,822.57
Federal Aid: Breakfast	\$ 1,676.10	\$ -	\$ 1,676.10
	<u>\$ 849,496.32</u>	<u>\$ 2,410.00</u>	<u>\$ 851,906.32</u>

***Expenditures:***

Personal Services	\$ 344,789.25	\$ -	\$ 344,789.25
Food & Food Service Supplies	\$ 367,785.26	\$ 2,143.54	\$ 369,928.80
Other Charges	\$ 88,640.01	\$ 266.46	\$ 88,906.47
	<u>\$ 801,214.52</u>	<u>\$ 2,410.00</u>	<u>\$ 803,624.52</u>

<b>Sub-Total:</b>	<b>\$ 48,281.80</b>	<b>\$ -</b>	<b>\$ 48,281.80</b>
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Warrants Payable	\$ 298.62	\$ -	\$ 298.62
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Balance: July 1, 2010	\$ 61,845.50	\$ -	\$ 61,845.50
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<b>Sub-total:</b>	<u><u>\$ 110,425.92</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 110,425.92</u></u>
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<b>Grand Total:</b>	<u><u>\$ 110,425.92</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 110,425.92</u></u>
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***Town of Duxbury***  
**Fund 241**  
**School Federal Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

	BALANCE FORWARD July 1, 2010	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2011
<b>FEDERAL GRANTS</b>				
FY10 Title I	\$ (10,063.00)	\$ 10,063.00	\$ -	\$ -
FY10 Title II Part A(Teacher Quality)	\$ 14.00	\$ -	\$ 14.00	\$ -
FY10 SPED 94-142	\$ (90,813.00)	\$ 90,813.00	\$ -	\$ -
FY10 IDEA	\$ (105,547.00)	\$ 105,547.00	\$ -	\$ -
FY10 ARRA SFSF	\$ 117,743.65	\$ -	\$ 117,743.65	\$ -
FY10 IDEA Early Childhood	\$ 275.00	\$ -	\$ 275.00	\$ -
FY11 Title I	\$ -	\$ 66,290.00	\$ 66,290.00	\$ -
FY11 Title II Part A(Teacher Quality)	\$ -	\$ 43,080.00	\$ 43,080.00	\$ -
FY11 SPED 94-142	\$ -	\$ 641,969.00	\$ 664,473.38	\$ (22,504.38)
FY11 Early Childhood	\$ -	\$ 15,006.69	\$ 15,006.69	\$ -
FY11 Drug Free Schools	\$ -	\$ 3,393.00	\$ 1,305.00	\$ 2,088.00
FY11 IDEA	\$ -	\$ 389,415.00	\$ 384,589.58	\$ 4,825.42
FY11 ARRA SFSF	\$ -	\$ 371,473.00	\$ 362,376.97	\$ 9,096.03
FY11 IDEA Early Childhood	\$ -	\$ 7,887.50	\$ 12,461.89	\$ (4,574.39)
FY11 Education Job	\$ -	\$ 60,947.00	\$ -	\$ 60,947.00
FY11 780 Proj. 235	\$ -	\$ 23,430.00	\$ 19,790.77	\$ 3,639.23
<b>Sub-Total</b>	<b>\$ (88,390.35)</b>	<b>\$ 1,829,314.19</b>	<b>\$ 1,687,406.93</b>	<b>\$ 53,516.91</b>
Warrants Payable	\$ 72,278.79	\$ 99,776.15	\$ 72,278.79	\$ 99,776.15
<b>Grand Total</b>	<b>\$ (16,111.56)</b>	<b>\$ 1,929,090.34</b>	<b>\$ 1,759,685.72</b>	<b>\$ 153,293.06</b>

**Fund 242**  
**School State Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

<b>SCHOOL STATE GRANTS</b>				
FY09 Academic Support	\$ 0.20	\$ -	\$ 0.20	\$ -
FY10 Academic Support	\$ (3,035.00)	\$ 4,725.00	\$ 1,690.00	\$ -
FY10 Circuit Breaker	\$ 283,614.00	\$ 116,165.00	\$ 399,779.00	\$ -
FY11 Circuit Breaker	\$ -	\$ 442,613.00	\$ -	\$ 442,613.00
FY11 Academic Support	\$ -	\$ 10,800.00	\$ 6,995.00	\$ 3,805.00
FY11 CPC Family Eng.	\$ -	\$ 13,431.00	\$ 13,431.00	\$ -
<b>Sub-total</b>	<b>\$ 280,579.20</b>	<b>\$ 587,734.00</b>	<b>\$ 421,895.20</b>	<b>\$ 446,418.00</b>
Warrants Payable	\$ 1,775.00		\$ 1,775.00	
<b>Grand Total</b>	<b>\$ 282,354.20</b>	<b>\$ 587,734.00</b>	<b>\$ 423,670.20</b>	<b>\$ 446,418.00</b>

**Town of Duxbury**  
**Fund 243**  
**School Gift Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

	BALANCE FORWARD July 1, 2010	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2011
<b>SCHOOL GIFTS</b>				
FY07 Duxbury Foundation	\$ 281.75	\$ -	\$ -	\$ 281.75
FY08 Duxbury Foundation	\$ 4,564.85	\$ -	\$ 1,095.00	\$ 3,469.85
FY09 Duxbury Foundation	\$ 904.77	\$ -	\$ 904.77	\$ -
FY10 Duxbury Foundation	\$ 72,151.22	\$ 2,345.00	\$ 74,456.46	\$ 39.76
FY11 Duxbury Foundation	\$ -	\$ 75,927.00	\$ 48,905.57	\$ 27,021.43
FY11 School Small Gifts	\$ -	\$ 2,135.00	\$ -	\$ 2,135.00
<b>Sub-Total</b>	<b>\$ 77,902.59</b>	<b>\$ 80,407.00</b>	<b>\$ 125,361.80</b>	<b>\$ 32,947.79</b>
Warrants Payable	\$ 3,695.99	\$ 23,009.22	\$ 3,695.99	\$ 23,009.22
<b>GRAND TOTAL</b>	<b>\$ 81,598.58</b>	<b>\$ 103,416.22</b>	<b>\$ 129,057.79</b>	<b>\$ 55,957.01</b>

**Fund 244**  
**School Revolving Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

<b>REVOLVING ACCOUNTS</b>				
Adult Education	\$ 324,309.52	\$ 1,741,344.04	\$ 1,683,872.68	\$ 381,780.88
Athletic Association	\$ 44,510.59	\$ 322,644.47	\$ 351,335.25	\$ 15,819.81
Integrated PreSchool	\$ -	\$ 110,961.98	\$ 99,826.80	\$ 11,135.18
Tuition Revolving	\$ 121,518.06	\$ 63,198.10	\$ 69,835.24	\$ 114,880.92
Co-Curricular-DMS School	\$ 16,823.94	\$ 31,525.00	\$ 38,549.00	\$ 9,799.94
Co-Curricular-High School	\$ 19,282.83	\$ 33,890.30	\$ 33,542.86	\$ 19,630.27
	<b>\$ 526,444.94</b>	<b>\$ 2,303,563.89</b>	<b>\$ 2,276,961.83</b>	<b>\$ 553,047.00</b>
<b>MISCELLANEOUS:</b>				
Bus Transportation	\$ 35,562.95	\$ 212,538.25	\$ 229,304.15	\$ 18,797.05
Performing Arts Center	\$ 771.25	\$ 60,884.00	\$ 46,043.85	\$ 15,611.40
Parking Fees	\$ 5,960.62	\$ 13,580.00	\$ 19,540.62	\$ -
DPS ART Cards	\$ 18,416.25	\$ 11,693.50	\$ 9,612.44	\$ 20,497.31
Community Part. For Children	\$ 3,543.92	\$ 4,150.00	\$ 3,750.98	\$ 3,942.94
Book Fund	\$ 8,557.27	\$ 2,507.16	\$ 2,753.48	\$ 8,310.95
	<b>\$ 72,812.26</b>	<b>\$ 305,352.91</b>	<b>\$ 311,005.52</b>	<b>\$ 67,159.65</b>
<b>STUDENT ACTIVITIES:</b>				
Alden School Activities	\$ 5,364.76	\$ -	\$ -	\$ 5,364.76
Chandler School Activities	\$ 20.34	\$ -	\$ 1,559.65	\$ (1,539.31)
DMS Student Activities	\$ 7.62	\$ 99,345.08	\$ 96,358.29	\$ 2,994.41
High School Activities	\$ 4,078.33	\$ 342,804.43	\$ 342,234.12	\$ 4,648.64
	<b>\$ 9,471.05</b>	<b>\$ 442,149.51</b>	<b>\$ 440,152.06</b>	<b>\$ 11,468.50</b>
<b>Sub-Total</b>	<b>\$ 608,728.25</b>	<b>\$ 3,051,066.31</b>	<b>\$ 3,028,119.41</b>	<b>\$ 631,675.15</b>
<b>PREPAID PROGRAMS FY 2012</b>				
School Bus Transportation	\$ 100,360.00	\$ 113,515.00	\$ 100,630.00	\$ 113,245.00
Intergraded PreSchool	\$ 10,412.00	\$ 12,411.08	\$ 10,722.80	\$ 12,100.28
KED/Extended Summer Program	\$ 37,438.50	\$ 46,231.20	\$ 37,438.50	\$ 46,231.20
	<b>\$ 148,210.50</b>	<b>\$ 172,157.28</b>	<b>\$ 148,791.30</b>	<b>\$ 171,576.48</b>
Warrants Payable	\$ 138,975.54	\$ 102,030.40	\$ 138,975.54	\$ 102,030.40
<b>Grand Total</b>	<b>\$ 895,914.29</b>	<b>\$ 3,325,253.99</b>	<b>\$ 3,315,886.25</b>	<b>\$ 905,282.03</b>

**Town of Duxbury**  
**Fund 251**  
**Town Federal Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

	BALANCE FORWARD July 1, 2010	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2011
<b>TOWN FEDERAL GRANTS</b>				
Historical Commission:				
Housing/Community	\$ 147.90	\$ -	\$ -	\$ 147.90
Conservation:				
Kingston Bay Stormwater	\$ (1,125.60)	\$ 15,330.60	\$ 42,344.00	\$ (28,139.00)
Kingston Bay North	\$ (111,015.73)	\$ 111,015.73	\$ -	\$ -
Fire Department:				
FEMA Storm Assistance	\$ -	\$ 7,413.11	\$ 7,413.11	\$ -
Harbormaster:				
FY08 Pump Out Boat	\$ 19,705.73	\$ -	\$ 4,228.53	\$ 15,477.20
FY11 Pump Out Boat	\$ -	\$ 9,500.00	\$ 9,500.00	\$ -
FY10 Port Security	\$ -	\$ 183,288.00	\$ 183,199.68	\$ 88.32
<b>Sub-Total</b>	<b>\$ (92,287.70)</b>	<b>\$ 326,547.44</b>	<b>\$ 246,685.32</b>	<b>\$ (12,425.58)</b>
Warrants Payable	\$ 125,101.83	\$ 183,578.43	\$ 125,101.83	\$ 183,578.43
				\$ -
<b>Grand Total</b>	<b>\$ 32,814.13</b>	<b>\$ 510,125.87</b>	<b>\$ 371,787.15</b>	<b>\$ 171,152.85</b>

**Fund 252**  
**Town State Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

<b>TOWN STATE GRANTS</b>				
Information Systems: GIS	\$ 2,180.63	\$ -	\$ 1,557.10	\$ 623.53
Town Clerk; Extended Polling Hrs.	\$ 13,063.39	\$ 2,880.00	\$ 12,215.23	\$ 3,728.16
FY10 January Special Election	\$ 2,413.72	\$ -	\$ -	\$ 2,413.72
Conservation Comm:Fish Ladder	\$ 20,228.23	\$ -	\$ -	\$ 20,228.23
FY09 CZM-Crescent St.:Storm Mit.	\$ 40,846.80	\$ -	\$ 23,674.17	\$ 17,172.63
FY10 CZM-Crescent St.:Storm Mit.	\$ (23,131.25)	\$ -	\$ (23,131.25)	\$ -
Planning Board:				
Fy11 MA Clean Energy	\$ -		\$ 10,892.35	\$ (10,892.35)
Police Department:				
FY07 Emergency 911 Training	\$ 210.74	\$ -	\$ -	\$ 210.74
FY10 Emergency 911 Training	\$ (4,754.04)	\$ 4,754.04	\$ -	\$ -
FY10 E911 Support Grant	\$ (32,633.87)	\$ 32,633.87	\$ -	\$ -
FY11 E911 Support Grant	\$ -	\$ -	\$ 37,000.00	\$ (37,000.00)
Governor Highway Safety	\$ 86.31	\$ 452.00		\$ 538.31
FY11 Governor Highway Safety	\$ -	\$ -	\$ 955.64	\$ (955.64)
FY09 Community Policing	\$ 4,335.67	\$ -	\$ 2,355.63	\$ 1,980.04
FY11 Domestic Violence Training	\$ -	\$ 1,000.00	\$ 999.96	\$ 0.04
Fire Department:				
MCI Trailer	\$ 1,783.43	\$ -	\$ -	\$ 1,783.43
State Wide Ambulance Task	\$ 786.63	\$ -	\$ -	\$ 786.63
FY10 SAFE Grant	\$ 1,934.35	\$ -	\$ 1,934.35	\$ -
FY08 NIMS Grant	\$ 73.97	\$ -	\$ -	\$ 73.97
FY10 NIMS Grant	\$ (679.44)	\$ 735.98	\$ -	\$ 56.54
FY10 MEMA-Fire-CEMP	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
FY11 SAFE Grant	\$ -	\$ 4,815.00	\$ 3,344.65	\$ 1,470.35
Inspectional Services:				
Medical Reserve Corp.	\$ 17,834.22	\$ 11,664.00	\$ 15,548.01	\$ 13,950.21
DPW Management:				
Hall's Corner	\$ 3,300.00	\$ -	\$ -	\$ 3,300.00
FY10 Survey & Design Beach Seawll	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
FY11 Survey & Design Beach Seawll		\$ 60,000.00	\$ 8,935.00	\$ 51,065.00
Council on Aging:				
FY10 Formula Grant	\$ 21.11		\$ 21.11	\$ -
FY11 Formula Grant	\$ -	\$ 16,078.89	\$ 16,078.88	\$ 0.01
FY11 Chronic Disease Managemnt	\$ -	\$ 3,380.00	\$ 953.37	\$ 2,426.63
FY11 Old Colony Plan Council	\$ -	\$ -	\$ 2,522.81	\$ (2,522.81)
Library:				
FY09 State Aid To Library	\$ 8,908.43	\$ -	\$ 2,495.49	\$ 6,412.94
FY10 State Aid To Library	\$ 13,715.33	\$ -	\$ 10,156.91	\$ 3,558.42
FY11 State Aid To Library	\$ -	\$ 13,937.09	\$ -	\$ 13,937.09
Net Lender Program	\$ 12,666.67	\$ -	\$ 2,049.10	\$ 10,617.57
Duxbury Cultural Council	\$ 5,098.75	\$ 4,074.53	\$ 5,795.88	\$ 3,377.40
State Board of Retirement	\$ 650.91	\$ 2,282.46	\$ 2,282.46	\$ 650.91
Water Enterprise:				
SRF-Water Capital Improvement	\$ -	\$ -	\$ 3,606.17	\$ (3,606.17)
<b>Sub-Total</b>	<b>\$ 141,440.69</b>	<b>\$ 158,687.86</b>	<b>\$ 192,243.02</b>	<b>\$ 107,885.53</b>
Warrants Payable	\$ 25,593.78	\$ 47,310.43	\$ 25,593.78	\$ 47,310.43
<b>Grand Total</b>	<b>\$ 167,034.47</b>	<b>\$ 205,998.29</b>	<b>\$ 217,836.80</b>	<b>\$ 155,195.96</b>



***Town of Duxbury***  
**Fund 253**  
**Town Gift Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

	BALANCE FORWARD July 1, 2010	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2011
<b>SPECIAL REVENUE</b>				
Selectmen:				
Comm on Disability	\$ 101.65	\$ -	\$ -	\$ 101.65
Bluefish Firehouse	\$ 2,524.75	\$ -	\$ -	\$ 2,524.75
PEG Access Support	\$ (16,423.34)	\$ 235,137.96	\$ 12,201.81	\$ 206,512.81
Historical Grant	\$ 700.00		\$ -	\$ 700.00
Beach Reservation	\$ (33,003.28)	\$ 126,140.72	\$ 101,525.37	\$ (8,387.93)
Tarklin Asbestos Removal	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -
Police:				
K-9 Donations	\$ 2,307.20	\$ -	\$ -	\$ 2,307.20
DARE Programs	\$ 8,185.52	\$ 3,655.00	\$ 3,902.88	\$ 7,937.64
Police Athletic League (PAL)	\$ 37.08	\$ -	\$ -	\$ 37.08
Fire:				
Contribution & Gifts	\$ 470.00	\$ 1,000.00	\$ 245.00	\$ 1,225.00
Dedicated Gift	\$ 262.91	\$ 200.00	\$ -	\$ 462.91
FD Train.Sponsored by SRPEDD	\$ -	\$ -	\$ 19,743.05	\$ (19,743.05)
Radio Grant	\$ -	\$ 7,152.77	\$ 7,152.77	\$ -
Entergy				
Administration & Tech.	\$ (15,085.14)	\$ 167,733.72	\$ 74,449.23	\$ 78,199.35
Emergency Training Program	\$ (2,509.01)	\$ 12,076.15	\$ 11,218.78	\$ (1,651.64)
FM Global Grant	\$ 2,625.00	\$ 43.64	\$ 2,625.00	\$ 43.64
Animal Control:Shelter Improvemnt	\$ 10,593.59	\$ 8,355.00	\$ 2,131.77	\$ 16,816.82
Copeland Family Contribution	\$ 6,552.00	\$ -	\$ -	\$ 6,552.00
Duxbury Student Union:				
Post Program	\$ 756.78	\$ 10,500.00	\$ 11,256.78	\$ -
DPW Management:				
Compost Bins	\$ 130.00	\$ 1,720.00	\$ -	\$ 1,850.00
Council on Aging:				
Donation & Gifts	\$ 6,059.22	\$ 28,475.14	\$ 33,366.96	\$ 1,167.40
GATRA	\$ (9,525.63)	\$ 50,340.33	\$ 53,521.74	\$ (12,707.04)
Library: Donations & Gifts	\$ 11,402.76	\$ 12,000.00	\$ 7,787.95	\$ 15,614.81
Pool: Donations & Gifts	\$ -	\$ 250.00	\$ -	\$ 250.00
July 4th Donations:	\$ 200.00	\$ 5,000.00	\$ 5,200.00	\$ -
War Memorials	\$ 7,322.45	\$ 800.00	\$ 652.15	\$ 7,470.30
<b>Sub-Total</b>	<b>\$ (16,315.49)</b>	<b>\$ 671,780.43</b>	<b>\$ 348,181.24</b>	<b>\$ 307,283.70</b>
Warrants Payable	\$ -	\$ 5,195.87	\$ -	\$ 5,195.87
Accrued Liability	\$ 34,489.62		\$ 34,489.62	\$ -
<b>Grand Total</b>	<b>\$ 18,174.13</b>	<b>\$ 676,976.30</b>	<b>\$ 382,670.86</b>	<b>\$ 312,479.57</b>

***Town of Duxbury***  
**Fund 254**  
**Town Revolving Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2011**

	BALANCE FORWARD July 1, 2010	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2011
<b>TOWN REVOLVING</b>				
<b>CHAPTER 44 S.53 E 1/2</b>				
Conservation Comm. - Jaycox Farm	\$ 12,543.43	\$ 15,605.00	\$ 16,959.50	\$ 11,188.93
Police:				
Insurance Recovery	\$ -	\$ 5,125.11	\$ 5,125.11	\$ -
Law Enforcement	\$ 306.00	\$ 631.50	\$ -	\$ 937.50
Fire - Insurance Recovery		\$ 2,108.70	\$ 2,108.70	\$ -
School Department - Insurance Recovery	\$ 11,540.03	\$ 5,172.34	\$ 16,712.37	\$ -
Council on Aging:				
Program Activities	\$ 5,886.99	\$ 39,415.14	\$ 38,048.37	\$ 7,253.76
Respite	\$ 9,925.62	\$ 17,070.00	\$ 18,968.40	\$ 8,027.22
Bingo	\$ 1,056.38	\$ 3,339.00	\$ 641.74	\$ 3,753.64
Craft Store	\$ 1,081.43	\$ 975.60	\$ 1,249.11	\$ 807.92
Life Long Learning	\$ 5,493.35	\$ 18,153.40	\$ 16,748.46	\$ 6,898.29
Insurance Recovery	\$ -	\$ 1,673.00	\$ -	\$ 1,673.00
Library - Insurance Recovery	\$ -	\$ 3,878.98	\$ -	\$ 3,878.98
Water Enterprise - Insurance Recovery	\$ -	\$ 385.39	\$ 385.39	\$ -
<b>Sub-Total</b>	<b>\$ 47,833.23</b>	<b>\$ 113,533.16</b>	<b>\$ 116,947.15</b>	<b>\$ 44,419.24</b>
Warrants Payable	\$ 1,616.44	\$ 6,022.85	\$ 1,616.44	\$ 6,022.85
<b>Grand Total</b>	<b>\$ 49,449.67</b>	<b>\$ 119,556.01</b>	<b>\$ 118,563.59</b>	<b>\$ 50,442.09</b>

# TOWN OF DUXBURY

## Fund 255 Recreation Revolving Fund Analysis of Revenues & Expenditures June 30, 2011

	BALANCE FORWARD July 1, 2010	REVENUES	EXPENDITURES	ENCUMBERED	BALANCE FORWARD June 30, 2011
Light Usage Fees	\$ -	\$ 679.50	\$ 2,675.93		\$ (1,996.43)
Soda Machine	\$ -	\$ 65.32	\$ -		\$ 65.32
Field Usage	\$ -	\$ 23,010.00	\$ 22,568.05		\$ 441.95
Basketball Program	\$ -	\$ 81,971.50	\$ 68,794.89	\$ 1,000.00	\$ 12,176.61
Baseball Camp	\$ -	\$ 2,187.00	\$ 2,128.77	\$ 50.00	\$ 8.23
Soccer Program	\$ -	\$ 3,834.60	\$ 3,273.75	\$ 100.00	\$ 460.85
Tennis	\$ -	\$ 10,863.00	\$ 8,492.04	\$ 150.00	\$ 2,220.96
Track	\$ -	\$ 3,800.00	\$ 4,713.16		\$ (913.16)
Field Hockey	\$ -	\$ 13,490.00	\$ 10,159.35		\$ 3,330.65
Flag Football	\$ -	\$ 2,670.00	\$ 1,545.35		\$ 1,124.65
Ice Saking	\$ -	\$ 3,539.60	\$ 3,307.00		\$ 232.60
Gymnastics	\$ -	\$ 1,300.00	\$ 1,040.00		\$ 260.00
Yoga	\$ -	\$ 180.00	\$ 30.00		\$ 150.00
Martial Arts	\$ -	\$ 280.00	\$ 45.00		\$ 235.00
Wrestling	\$ -	\$ 300.00	\$ 90.00		\$ 210.00
After School Athletics	\$ -	\$ 17,490.00	\$ 16,399.00		\$ 1,091.00
Drama	\$ -	\$ 17,779.90	\$ 16,745.00		\$ 1,034.90
Horsemanship	\$ -	\$ 3,340.00	\$ 2,935.00		\$ 405.00
Cooking	\$ -	\$ 2,089.80	\$ 1,239.15		\$ 850.65
Kids Playground	\$ -	\$ 62,295.00	\$ 60,346.08		\$ 1,948.92
Turkey Race	\$ -	\$ 1,720.00	\$ 2,530.11		\$ (810.11)
Easter Egg Hunt	\$ -	\$ -	\$ 961.90		\$ (961.90)
Rockclimbing	\$ -	\$ 3,950.00	\$ 3,660.00		\$ 290.00
Administrative Expenses	\$ 10,000.00	\$ -	\$ 10,000.00		\$ -
	<u>\$ 10,000.00</u>	<u>\$ 256,835.22</u>	<u>\$ 243,679.53</u>	<u>\$ 1,300.00</u>	<u>\$ 21,855.69</u>
Transfer to General Fund as Revenue for the Town					\$ (11,855.69)
Remains in Revolving Fund					\$ 10,000.00
Encumbrances					\$ 1,300.00
Recreation Programs - Fiscal Year 2012					\$ 67,349.40
Warrants Payable					\$ 18,020.58
Total					<u>\$ 96,669.98</u>

## Fund 256 Town Receipts Reserved For Appropriation Analysis of Revenues and Expenditures June 30, 2011

	BALANCE FORWARD July 1, 2010	REVENUES	EXPENDITURES	ENCUMBERED	BALANCE FORWARD June 30, 2011
Cemetery					
Sale of Lots & Burial Rights	\$ 79,890.37	\$ 12,450.00	\$ -	\$ -	\$ 92,340.37
Grand Total	<u>\$ 79,890.37</u>	<u>\$ 12,450.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 92,340.37</u>



**TOWN OF DUXBURY**  
Fund 257  
Article Balance Analysis  
Period ending June 30, 2011

	Prior Year Article Balances	Original Budget Voted from 3/10 ATM	Available Budget	Supplemental Appropriations Presented on FY 12 Recap	Total Balance 7/1/2010	FY 2011 Expenditures To-Date	Balance As of 6/30/2011	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Community Preservation</b>									
CPC Operating Costs									
Article 17 3/08 ATM - Operating Expenses	1,000.00	76,405.00	1,000.00		1,000.00	-	1,000.00	1,000.00	-
Article 21 3/10 ATM - Operating Expenses	-	76,405.00	76,405.00		76,405.00	31,377.57	45,027.43	63.75	44,963.68
<b>Total Operating Costs</b>	<b>1,000.00</b>	<b>76,405.00</b>	<b>77,405.00</b>	<b>-</b>	<b>77,405.00</b>	<b>31,377.57</b>	<b>46,027.43</b>	<b>1,063.75</b>	<b>44,963.68</b>
<b>Historical</b>									
Article 16 3/05 ATM - Wright Building Renovation	48,253.18		48,253.18		48,253.18	41,106.80	7,146.38	7,146.38	-
Article 17 3/07 ATM - Turklin Community Center	2,142.09		2,142.09		2,142.09	359,206.52	2,142.09	-	2,142.09
Article 18 3/09 ATM - Partial Restoration of Turklin Bldg.	360,717.45		360,717.45		360,717.45	29,664.50	1,510.93	-	1,510.93
Article 23 3/10 ATM - First Parish Church Renovations	-	55,000.00	55,000.00		55,000.00	28,768.80	25,335.50	25,335.50	-
Article 24 3/10 ATM - Isaac Keene Barn	-	90,000.00	90,000.00		90,000.00	-	61,231.20	61,231.20	-
Article 25 3/10 ATM - Historical Property Survey	-	55,000.00	55,000.00		55,000.00	-	55,000.00	55,000.00	-
<b>Total Historical:</b>	<b>411,112.72</b>	<b>200,000.00</b>	<b>611,112.72</b>	<b>-</b>	<b>611,112.72</b>	<b>458,746.62</b>	<b>152,366.10</b>	<b>148,713.08</b>	<b>3,653.02</b>
<b>Housing</b>									
Article 31 3/06 ATM - Housing Consultant	100.00		100.00		100.00	-	100.00	100.00	-
Article 24 3/08 ATM - Grange Property	13,748.05		13,748.05		13,748.05	961.00	12,787.05	12,787.05	-
Article 26 3/08 ATM - Housing Assistance Program	498,306.10		498,306.10		498,306.10	33,049.00	405,648.60	405,648.60	-
Article 21 3/09 ATM - Temple Street Affordable Housing	49,804.50		49,804.50		49,804.50	18,655.00	16,755.50	16,755.50	-
Article 28 3/10 ATM - Grange - Historical Restoration	-	150,000.00	150,000.00		150,000.00	-	131,345.00	131,345.00	-
<b>Total Housing:</b>	<b>561,958.65</b>	<b>150,000.00</b>	<b>711,958.65</b>	<b>-</b>	<b>711,958.65</b>	<b>145,322.50</b>	<b>566,636.15</b>	<b>566,636.15</b>	<b>-</b>
<b>Open Space</b>									
Article 24 3/06 ATM - Island Creek Fish Ladder	4,392.47		4,392.47		4,392.47	-	4,392.47	-	4,392.47
Article 22 3/08 ATM - Winter St. (Berrybrook)	26,878.00		26,878.00		26,878.00	34.00	26,844.00	-	26,844.00
Article 23 3/08 ATM - Temple St. (Crossroads for Kids)	4,302.25		4,302.25		4,302.25	-	4,302.25	-	4,302.25
Article 16 3/09 ATM - Transfer to Conservation Fund	77,450.00		77,450.00		77,450.00	166,085.57	-	-	-
Article 26 3/10 ATM - Congress St.	-	185,000.00	185,000.00		185,000.00	-	18,914.43	18,914.43	-
<b>Total Open Space:</b>	<b>113,022.72</b>	<b>185,000.00</b>	<b>298,022.72</b>	<b>-</b>	<b>298,022.72</b>	<b>243,569.57</b>	<b>54,453.15</b>	<b>18,914.43</b>	<b>35,538.72</b>
<b>Recreation</b>									
Article 16 3/07 ATM - Synthetic Athletic Fields	-	-	-		-	-	-	-	-
<b>Total Recreation:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total C.P.A. Fund Balances:</b>	<b>1,087,094.09</b>	<b>611,405.00</b>	<b>1,698,499.09</b>	<b>-</b>	<b>1,698,499.09</b>	<b>879,016.26</b>	<b>819,482.83</b>	<b>735,327.41</b>	<b>84,155.42</b>

# Town of Duxbury

## Water Enterprise

### Fund 610

#### Revenues and Expenditures

Fiscal Year 2011

	<u>Budget</u>	<u>Actual</u>		<u>Excess Revenue to Retained Earnings</u>
<b>Revenues</b>				
User Charges	\$ 2,509,305	\$ 3,328,901		\$ 819,596
Transfers from Retained Earnings	\$ 274,000	\$ 274,000		\$ -
	<u>\$ 2,783,305</u>	<u>\$ 3,602,901</u>		<u>\$ 819,596</u>
	<u>Appropriation</u>	<u>Expenditure</u>	<u>Encumbered</u>	<u>Return to Retained Earnings</u>
<b>Expenditures</b>				
Salaries	\$ 618,741	\$ 590,901		\$ 27,840
Police Details	\$ 7,500	\$ 23,627	\$ 3,516	\$ (19,643)
Electric	\$ 155,000	\$ 169,439		\$ (14,439)
Gas and Oil	\$ 20,000	\$ 23,899		\$ (3,899)
General Fund Assessments	\$ 311,638	\$ 301,371		\$ 10,267
Marshfield Water	\$ 70,000	\$ 56,352		\$ 13,648
Office Equipment Maintenance Services	\$ 3,000	\$ 2,927		\$ 73
Vehicle Maintenance Services	\$ 6,000	\$ 2,110		\$ 3,890
Building & Grds. Maintenance Services	\$ 11,000	\$ 655		\$ 10,346
Equipment Maintenance Services	\$ 8,000	\$ 12,645		\$ (4,645)
Consulting Services	\$ 10,000	\$ 50,386		\$ (40,386)
Medical Services	\$ -	\$ -		\$ -
Training/Educations Programs	\$ 8,000	\$ 5,049		\$ 2,951
Legal Services	\$ 8,000	\$ 6,381	\$ -	\$ 1,620
Telephone	\$ 9,000	\$ 9,048		\$ (48)
Printing	\$ 7,000	\$ 4,564		\$ 2,436
Postage	\$ 6,500	\$ 6,000		\$ 500
Advertising	\$ 1,100	\$ 362		\$ 739
Testing	\$ 40,000	\$ 19,152	\$ -	\$ 20,848
Office & Computer Supplies	\$ 8,000	\$ 1,889	\$ -	\$ 6,111
Bldg. & Grds Maintenance Supplies	\$ 15,000	\$ 3,239		\$ 11,761
Equipment Repairs & Mnt. Supplies	\$ 12,000	\$ 57,165	\$ 50	\$ (45,215)
Small Tools	\$ 1,000	\$ 175		\$ 825
Vehicle Supplies	\$ 7,000	\$ 12,726		\$ (5,726)
Gasoline	\$ 22,000	\$ 28,858		\$ (6,858)
Chemicals	\$ 82,700	\$ 73,118	\$ -	\$ 9,582
Pumps & Instruments	\$ 70,000	\$ 66,946	\$ 3,082	\$ (28)
Meters	\$ 77,000	\$ 44,052	\$ 4,747	\$ 28,201
Water Service Connections	\$ 25,000	\$ 34,150	\$ -	\$ (9,150)
Subscriptions/Publications	\$ -	\$ 35		\$ (35)
Uniforms & Other Clothing	\$ 8,000	\$ 4,654		\$ 3,346
Meeting & Travel Expenses	\$ 500	\$ 160		\$ 340
Dues & Memberships	\$ 800	\$ 610		\$ 190
License Renewals	\$ 300	\$ 810		\$ (510)
State Assessments for Primary	\$ 5,000	\$ 4,338		\$ 662
System Improvements & Contingencies	\$ 30,000	\$ 7,200	\$ 20,198	\$ 2,602
Total	<u>\$ 1,664,779</u>	<u>\$ 1,624,989.24</u>	<u>\$ 31,593</u>	<u>\$ 8,197</u>
<b>Debt Service</b>				
Retirement of Long Term Debt	\$ 731,539	\$ 731,539	\$ -	\$ -
Interest on Long Term Debt	\$ 172,987	\$ 170,828	\$ -	\$ 2,159
Interest on Short Term Debt	\$ 20,000	\$ -	\$ -	\$ 20,000
Bond Issuance Costs	\$ 20,000	\$ 2,159	\$ -	\$ 17,841
Total	<u>\$ 944,526</u>	<u>\$ 904,526</u>	<u>\$ -</u>	<u>\$ 40,000</u>
Encumbrances from FY 2010	\$ 4,830	\$ 3,089	\$ -	\$ 1,742
2011 Increase to Retained Earnings				\$ 869,535
Balance of Articles Returned to Retained Earnings				<u>\$ 4,027</u>
Total Increase to Retained Earnings				\$ 873,562

**TOWN OF DUXBURY**  
**Continued Appropriations**  
**Water Enterprise Fund**

DESCRIPTION	6/30/2010 Balances	Original Budget Voted from 3/10 ATM	Available Budget 7/1/2010	Supplemental Appropriations Funded from Retained Earnings	Total Balance 7/1/2010	FY 2011 Expenditures To-Date	Balance As of 6/30/2011	Departmental Retained Balances	Balance Closed Out At Year-end
Article 6-8 ATM 3/06 - System Rehabilitation	43,770.28		43,770.28		43,770.28	10,422.05	33,348.23	33,348.23	-
Article 1-4 STM 3/08 - Construct Birch Street Tank	165,527.23		165,527.23		165,527.23	113,240.56	52,286.67	52,286.67	-
Article 6-4 ATM 3/07 - System Rehabilitation	148,414.80		148,414.80		148,414.80	10,660.98	137,753.82	137,753.82	-
Article 6-4 ATM 3/07 - PCE Pipe Replacement	9,899.26		9,899.26		9,899.26	9,899.26	0.00	-	-
Article 6-5 ATM 3/08 - Damon Well Construction	50,000.00		50,000.00		50,000.00	0.00	50,000.00	50,000.00	-
Article 6-5 ATM 3/08 - PCE Pipe Replacement	71,641.14		71,641.14		71,641.14	36,120.18	35,520.96	35,520.96	-
Article 8 ATM 3/08 - Implement Personnel Plan	4,000.00		4,000.00		4,000.00	0.00	4,000.00	-	4,000.00
Article 6-7A ATM 3/09 - Upgrade SC/ADA System	344,065.93		344,065.93		344,065.93	305,122.20	38,943.73	38,943.73	-
Article 6-7C ATM 3/09 - PCE Pipe Replacement	100,000.00		100,000.00		100,000.00	83,529.95	16,470.05	16,470.05	-
Total Prior Years Articles	937,318.64	0.00	937,318.64	0.00	937,318.64	568,995.18	368,323.46	364,323.46	-
Article 6-6 ATM 3/10 - Water System Master Plan Update		50,000.00	50,000.00		50,000.00	0.00	50,000.00	50,000.00	-
Article 6-6 ATM 3/10 - Replace 2002 S-10 Pickup		24,000.00	24,000.00		24,000.00	23,973.00	27.00	-	27.00
Article 6-6 ATM 3/10 - PCE Pipe Replacement		100,000.00	100,000.00		100,000.00	48,342.26	51,657.74	51,657.74	-
Total 2011	0.00	174,000.00	174,000.00	0.00	174,000.00	72,315.26	101,684.74	101,657.74	27.00
Total	937,318.64	174,000.00	1,111,318.64	0.00	1,111,318.64	641,310.44	470,008.20	465,981.20	4,027.00



# Town of Duxbury

Pool Enterprise

Fund 630

## Revenues and Expenditures

Fiscal Year 2011

	<u>Budget</u>	<u>Actual</u>		Excess(Deficit) Revenue to <u>Retained Earnings</u>
<b>Revenues</b>				
User Charges	\$ 377,531	\$ 304,512		\$ (73,019)
Transfers from Retained Earnings	\$ -	\$ -		\$ -
	<u>\$ 377,531</u>	<u>\$ 304,512</u>		<u>\$ (73,019)</u>
	<u>Appropriation</u>	<u>Expenditure</u>	<u>Encumbered</u>	Return to <u>Retained Earnings</u>
<b>Expenditures</b>				
Salaries	\$ 179,000	\$ 155,972		\$ 23,028
Electric	\$ 26,000	\$ 42,934	\$ 3,499	\$ (20,434)
Gas	\$ 34,500	\$ 29,085	\$ 1,351	\$ 4,064
Water	\$ 6,500	\$ 3,034		\$ 3,466
Equipment Repairs	\$ 9,000	\$ 7,299		\$ 1,701
Waste Removal	\$ -	\$ 93		\$ (93)
Janitorial Services	\$ 14,700	\$ 10,828		\$ 3,872
Training/Educations Programs	\$ 550	\$ 48		\$ 502
Telephone	\$ 2,000	\$ 655		\$ 1,345
Printing	\$ -	\$ -		\$ -
Postage	\$ 100	\$ 17		\$ 83
Advertising	\$ 1,000	\$ 28		\$ 973
Office & Computer Supplies	\$ 1,400	\$ 3,062	\$ 94	\$ (1,755)
Small Tools	\$ 100	\$ -		\$ 100
Custodial Supplies	\$ 2,500	\$ 2,238		\$ 262
Chemicals	\$ 11,000	\$ 7,916		\$ 3,084
Uniforms & Other Clothing	\$ 1,000	\$ 149		\$ 851
Aquatic Supplies	\$ 1,000	\$ 5,730		\$ (4,730)
Meeting & Travel Expenses	\$ 1,150	\$ 361		\$ 789
General Fund Assessments	\$ 86,031	\$ 84,335		\$ 1,696
Total	<u>\$ 377,531</u>	<u>\$ 353,782.57</u>	<u>\$ 4,944</u>	<u>\$ 18,804</u>
Encumbrances from FY 2010	\$ -	\$ -	\$ -	\$ -
2011 Increase to Retained Earnings				\$ (54,215)
Total Increase(Decrease) to Retained Earnings				\$ (54,215)

# Town of Duxbury

Fund 810 and 820

June 30, 2011

	Non-expendable Trust			Expendable Trust			
	Balance Forward July 1,2010	Additions	Ending Balance June 30, 2011	Balance Forward July 1,2010	Additions	Investment Income	Expenses Ending Balance June 30, 2011
<b>PERMANENT FUNDS (Benefits Gov't)</b>							
Cemetery Perpetual Care	1,143,543.00	30,050.00	1,173,593.00	14,795.62	0.00	67,536.25	30,000.00 52,331.87
Mayflower Cemetery	179,650.00	15,000.00	194,650.00	19,624.83	0.00	11,612.08	4,771.26 26,465.65
Arthur D. Eaton	39,500.00	0.00	39,500.00	26,018.82	0.00	3,743.03	0.00 29,761.85
Ladies Union Fair	1,300.00	0.00	1,300.00	137.70	0.00	82.12	0.00 219.82
Lucy A. Ewell	500.00	0.00	500.00	475.69	0.00	55.69	0.00 531.38
<b>CEMETERY FUNDS:</b>	<b>1,364,493.00</b>	<b>45,050.00</b>	<b>1,409,543.00</b>	<b>61,052.66</b>	<b>0.00</b>	<b>83,029.17</b>	<b>34,771.26</b> <b>109,310.57</b>
Eben H. Ellison	300,000.00	0.00	300,000.00	37,044.88	0.00	18,662.01	16,810.00 38,896.89
Isabelle Freeman	200,552.00	0.00	200,552.00	9,389.89	0.00	11,993.73	0.00 21,383.62
Richmond G. Wight	30,000.00	0.00	30,000.00	12,735.66	0.00	2,441.47	0.00 15,177.13
Lucy Hathaway	25,000.00	0.00	25,000.00	239,453.84	0.00	15,107.96	0.00 254,561.80
Lucy Hathaway - Shade Trees	0.00	0.00	0.00	40.84	0.00	0.00	0.00 40.84
Lucy Hathaway - Improve Streets	0.00	0.00	0.00	989.06	0.00	0.00	0.00 989.06
Lucy Hathaway - Public Bridges	0.00	0.00	0.00	831.55	0.00	0.00	0.00 831.55
Lucy Hathaway - Public Landings	0.00	0.00	0.00	294.91	0.00	0.00	0.00 294.91
Thomas D. Hathaway	2,000.00	0.00	2,000.00	1,253.87	0.00	185.89	0.00 1,439.76
Marietta Russell: School Library	1,500.00	0.00	1,500.00	1,927.82	0.00	195.83	0.00 2,123.65
Isabelle Freeman(Ambulance Service)	1,300.00	0.00	1,300.00	4,021.69	0.00	304.03	0.00 4,325.72
William Penn Harding:Duxbury Free Library	1,000.00	0.00	1,000.00	504.07	0.00	85.93	0.00 590.00
Marietta Russell : School Science Material	500.00	0.00	500.00	1,269.27	0.00	101.09	0.00 1,370.36
<b>MISCELLANEOUS FUNDS:</b>	<b>561,852.00</b>	<b>0.00</b>	<b>561,852.00</b>	<b>309,757.35</b>	<b>0.00</b>	<b>49,077.94</b>	<b>16,810.00</b> <b>342,025.29</b>
<b>PERMANENT FUND TOTALS:</b>	<b>1,926,345.00</b>	<b>45,050.00</b>	<b>1,971,395.00</b>	<b>370,810.01</b>	<b>0.00</b>	<b>132,107.11</b>	<b>51,581.26</b> <b>451,335.86</b>
Helen Delano Howe	125,000.00	0.00	125,000.00	7,546.24	0.00	7,514.62	3,000.00 12,060.86
Mary E. Carr Nepton	65,000.00	0.00	65,000.00	139,188.57	0.00	11,717.11	3,500.00 147,405.68
Annie Drew Dunham	40,335.00	0.00	40,335.00	4,990.12	0.00	2,567.79	1,000.00 6,557.91
Harriet E. Crozier	25,175.00	0.00	25,175.00	3,763.01	0.00	1,631.59	1,000.00 4,394.60
Edward & Ruth Hobart	10,000.00	0.00	10,000.00	728.86	0.00	602.10	500.00 830.96
Molly Hopkins Taft	10,053.00	0.00	10,053.00	3,426.14	0.00	759.22	500.00 3,685.36
Weston-Thompson	10,000.00	0.00	10,000.00	2,046.28	0.00	688.17	0.00 2,734.45
Edmund A. Dondoro	2,850.00	0.00	2,850.00	582.18	0.00	171.36	250.00 503.54
Benjamin M. Feinberg	1,500.00	0.00	1,500.00	37.02	0.00	87.82	0.00 124.84
Margaret K. Elliott	8,000.00	0.00	8,000.00	1,631.49	0.00	540.50	450.00 1,721.99
Anna Bigelow-Davis	395,986.00	0.00	395,986.00	34,060.80	0.00	24,488.89	4,000.00 54,549.69
<b>SCHOLARSHIP FUNDS:</b>	<b>693,899.00</b>	<b>0.00</b>	<b>693,899.00</b>	<b>198,000.71</b>	<b>0.00</b>	<b>50,769.17</b>	<b>14,200.00</b> <b>234,569.88</b>
Jonathan & Ruth Ford	25,000.00	0.00	25,000.00	35,562.22	0.00	3,459.82	0.00 39,022.04
Agnes S. Ellison	1,000.00	0.00	1,000.00	5,198.49	0.00	354.10	0.00 5,552.59
<b>MISCELLANEOUS FUNDS:</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>40,760.71</b>	<b>0.00</b>	<b>3,813.92</b>	<b>0.00</b> <b>44,574.63</b>
<b>PRIVATE PURPOSE FUND TOTALS:</b>	<b>719,899.00</b>	<b>0.00</b>	<b>719,899.00</b>	<b>238,761.42</b>	<b>0.00</b>	<b>54,583.09</b>	<b>14,200.00</b> <b>279,144.51</b>
Stabilization Fund				1,352,722.03	300,000.00	77,279.61	0.00 1,730,001.64
Stabilization Fund:Cemetery Crematory				61,970.96	0.00	3,540.34	0.00 65,511.30
Pension Reserve Fund				669,698.11	150,000.00	41,506.17	150,000.00 711,204.28
Conservation Fund				17,903.63	77,450.00	168.78	34,285.24 61,237.17
Duxbury Heritage Fund				29,149.68	0.00	1,665.28	0.00 30,814.96
Margery Parcher Fund				21,976.72	37,867.91	24.41	20,746.02 39,123.02
Myles Standish Homesite				7,096.48	0.00	405.41	0.00 7,501.89
W. Ellison Unitrust				3,601.73	0.00	205.75	0.00 3,807.48
N. T. Saunders Shellfish				2,009.06	0.00	114.78	0.00 2,123.84
Marshall Tennis Cl. Lights				969.56	0.00	0.00	0.00 969.56
King Caesar Poor				72,788.80	1,690.00	10,290.88	19,796.95 64,972.73
E. H. Mechan				1,345.05	0.00	76.83	0.00 1,421.88
M. Brouillard				1,238.52	0.00	70.76	0.00 1,309.28
H. & M. Grafton				18,344.22	0.00	1,048.02	0.00 19,392.24
Unemployment Trust				201,772.57	150,000.00	9,157.61	145,515.33 215,414.85
Lowery Scholarship				1,000.00	0.00	0.00	0.00 1,000.00
James Buechler School Books				1,692.26	0.00	96.73	0.00 1,788.99
Affordable Housing Trust				0.00	135,000.00	0.00	0.00 135,000.00
<b>Sub-Total Miscellaneous</b>	<b>2,646,244.00</b>	<b>45,050.00</b>	<b>2,691,294.00</b>	<b>2,465,279.38</b>	<b>852,007.91</b>	<b>145,651.36</b>	<b>370,343.54</b> <b>3,092,595.11</b>
<b>GRAND TOTAL OF FUNDS:</b>	<b>2,646,244.00</b>	<b>45,050.00</b>	<b>2,691,294.00</b>	<b>3,074,850.81</b>	<b>852,007.91</b>	<b>332,341.56</b>	<b>436,124.80</b> <b>3,823,075.48</b>

# Town of Duxbury

## Health Claims Fund

### Fund 830

#### REVENUES AND EXPENDITURES

Period ended June 30, 2011

##### Revenues

Raise and Appropriate	\$	6,118,272
Withholding (less refunds)	\$	1,829,556
Plymouth County Retirement	\$	341,572
Mass Teachers Retirement	\$	619,636
Early Retirement Reimbursement	\$	323,416
Investment Income	\$	27,811
Other (inc Cobra, Direct, stop loss)	\$	493,206
Total Revenues	\$	<u>9,753,469</u>

##### Expenditures

Blue Cross Claims and Admin	\$	9,437,949
Stop Loss	\$	532,438
Consultants	\$	30,700
Other	\$	67,039
Total Expenditures	\$	<u>10,068,126</u>

Net Year to Date Results	\$	(314,657)
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Fiscal 2010 Fund Balance	\$	<u>5,821,343</u>
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June 2010 Fund Balance	\$	<u><u>5,506,686</u></u>
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## Town of Duxbury

Fund 890

Agency

	June 30, 2011				
	BALANCE July 1, 2010	ADDITIONS	INVESTMENT INCOME	EXPENSES	BALANCE June 30, 2011
Treas/Collector: Deputy Collector Fees	\$ 1,968.00	\$ 17,811.59	\$ -	\$ 16,881.59	\$ 2,898.00
Old Performance Bnds	\$ 41,564.72	\$ -	\$ -	\$ -	\$ 41,564.72
Building Maint: Wright Building	\$ (17,050.50)	\$ 29,385.95	\$ -	\$ 18,954.34	\$ (6,618.89)
Police Department: Off Duty Details	\$ (62,846.39)	\$ 322,969.10	\$ -	\$ 330,006.30	\$ (69,883.59)
: Gun Permits	\$ 2,587.50	\$ 8,037.50	\$ -	\$ 8,037.50	\$ 2,587.50
Fire Department: Off Duty Details	\$ 4,173.06	\$ 7,230.93	\$ -	\$ 6,787.89	\$ 4,616.10
Inspectional Services: Consult/Perk Tests	\$ 34,577.50	\$ 520.00	\$ -	\$ 560.00	\$ 34,537.50
: Traffic Mitigation	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
Harbormaster: Custodial Services	\$ 446.00	\$ 898.00	\$ -	\$ 1,344.00	\$ -
Cemetery: Cremation Services	\$ 118.44	\$ -	\$ -	\$ 118.44	\$ -
Council on Aging: Custodial Services	\$ (143.55)	\$ 1,306.43	\$ -	\$ 1,038.97	\$ 123.91
Sub-Total:	\$ 15,394.78	\$ 388,159.50	\$ -	\$ 383,729.03	\$ 19,825.25

### PERFORMANCE BONDS:

Bay Farm Trust	\$ 31,732.93	\$ -	\$ 39.48	\$ -	\$ 31,772.41
R.H.B. - Bob Burpee	\$ 8,689.31	\$ -	\$ 10.80	\$ -	\$ 8,700.11
David Condon	\$ 12,942.31	\$ -	\$ 16.10	\$ -	\$ 12,958.41
Lonigro	\$ 1,718.06	\$ -	\$ 2.14	\$ -	\$ 1,720.20
Brick Realty/Pratt	\$ 45,695.16	\$ -	\$ 56.84	\$ -	\$ 45,752.00
Elm Street R.T.	\$ 170,349.19	\$ -	\$ 187.26	\$ 148,000.00	\$ 22,536.45
J.V.O. Corp/Bnd Plan	\$ 9,024.13	\$ -	\$ 11.22	\$ -	\$ 9,035.35
Road Opening: Rogers Way	\$ 2,370.24	\$ -	\$ 2.93	\$ -	\$ 2,373.17
Sub-Total:	\$ 282,521.33	\$ -	\$ 326.77	\$ 148,000.00	\$ 134,848.10

### SPECIAL FUNDS:

#### CHAP. 593 OF ACTS OF 1993:

Bay Farm Trust	\$ 618.37	\$ -	\$ 0.76	\$ -	\$ 619.13
Brick Realty Trust	\$ 395.54	\$ -	\$ 0.50	\$ -	\$ 396.04
J.V.O. Corp	\$ 275.04	\$ -	\$ 0.32	\$ -	\$ 275.36
RBH Development: Hawkins Place	\$ 834.21	\$ -	\$ 1.03	\$ -	\$ 835.24
Jong G. Yun	\$ 1,854.65	\$ -	\$ 2.29	\$ -	\$ 1,856.94
Stephen M. Carleton	\$ 750.85	\$ -	\$ 0.96	\$ -	\$ 751.81
Cushing: FF Modification	\$ 3,046.19	\$ -	\$ 3.68	\$ 705.50	\$ 2,344.37
Dingleydel Estates	\$ 139.10	\$ -	\$ 0.19	\$ -	\$ 139.29
Whitepine Lane/Home	\$ 5,585.93	\$ -	\$ 6.96	\$ -	\$ 5,592.89
Bongi Realty Trust	\$ 2,843.38	\$ -	\$ -	\$ 2,843.38	\$ -
Bay Farm Montessori	\$ 637.58	\$ -	\$ 0.80	\$ -	\$ 638.38
Sub-Total:	\$ 16,980.84	\$ -	\$ 17.49	\$ 3,548.88	\$ 13,449.45

# Town of Duxbury

## Fund 890 Agency Continued

	BALANCE July 1, 2010	ADDITIONS	INVESTMENT INCOME	EXPENSES	BALANCE June 30, 2011
<b>SPECIAL FUNDS:</b>					
CHAP. 53 G ZBA					
Delphic Associates	\$ 5,316.57	\$ -	\$ 6.62	\$ -	\$ 5,323.19
Duxbury Farms	\$ 11,514.79	\$ -	\$ 13.98	\$ 797.50	\$ 10,731.27
Duxbury Crossings	\$ 5,815.32	\$ -	\$ 6.15	\$ 5,618.75	\$ 202.72
Brewster Commons	\$ 5,160.93	\$ -	\$ 6.37	\$ 77.00	\$ 5,090.30
Merry Village LLC	\$ 687.18	\$ 1,500.00	\$ 1.39	\$ 2,155.00	\$ 33.57
Bongi R.T.	\$ 1,586.41	\$ -	\$ -	\$ 1,586.41	\$ -
Duxbury Yacht Club	\$ -	\$ 1,500.00	\$ 0.21	\$ -	\$ 1,500.21
Standish LLC	\$ 1,548.83	\$ -	\$ 1.94	\$ -	\$ 1,550.77
Welch:King Tn	\$ 2,016.65	\$ -	\$ 2.50	\$ -	\$ 2,019.15
Deesul	\$ 1,634.96	\$ -	\$ 2.03	\$ -	\$ 1,636.99
Duxbury Estates	\$ 6,565.23	\$ -	\$ 7.11	\$ 2,820.00	\$ 3,752.34
Industrial Tower & Wireless	\$ 8.02	\$ -	\$ -	\$ -	\$ 8.02
Hummock LLC	\$ 6,189.83	\$ -	\$ 7.71	\$ -	\$ 6,197.54
Island Creek Village North	\$ 406.28	\$ 525.54	\$ 0.40	\$ 932.00	\$ 0.22
Kevin & Colleen Griffin	\$ 1,502.58	\$ -	\$ 1.86	\$ -	\$ 1,504.44
Stephen W. McCarthy	\$ 0.39	\$ -	\$ -	\$ -	\$ 0.39
YoTaco, Inc	\$ 1,500.58	\$ -	\$ 0.23	\$ 1,500.81	\$ -
T. Mobile N.E. LLC	\$ -	\$ 5,000.00	\$ 2.25	\$ 1,878.00	\$ 3,124.25
Sub-Total:	\$ 51,454.55	\$ 8,525.54	\$ 60.75	\$ 17,365.47	\$ 42,675.37
<b>SPECIAL FUNDS:</b>					
CHAP. 53 G Planning Board					
Duxbury Yacht Club	\$ -	\$ 5,000.00	\$ 0.79	\$ -	\$ 5,000.79
Standish LLC	\$ 3,768.71	\$ -	\$ 4.55	\$ 250.00	\$ 3,523.26
Adams Court/Hinkley	\$ 788.15	\$ -	\$ 0.97	\$ -	\$ 789.12
Industrial Tower III	\$ 3,577.54	\$ -	\$ 4.45	\$ 179.75	\$ 3,402.24
Cushings Retreat/Elm St. R.T.	\$ 2,104.76	\$ -	\$ 2.59	\$ -	\$ 2,107.35
Dacey/Complex Path	\$ 844.52	\$ -	\$ 0.12	\$ 842.50	\$ 2.14
Olde Kings LLC	\$ 2,181.90	\$ 4,991.15	\$ 2.07	\$ 5,666.75	\$ 1,508.37
Cushing-F.F. Mod III	\$ 2,481.45	\$ -	\$ 2.52	\$ 814.00	\$ 1,669.97
30 Railroad Ave/Clifford	\$ 3,781.68	\$ -	\$ 1.72	\$ 3,783.40	\$ -
McLean's Way	\$ -	\$ 6,500.00	\$ 4.24	\$ 6,504.24	\$ -
Tower Resource Management	\$ -	\$ 5,000.00	\$ 1.09	\$ 972.50	\$ 4,028.59
Sub-Total:	\$ 19,528.71	\$ 21,491.15	\$ 25.11	\$ 19,013.14	\$ 22,031.83
<b>SPECIAL FUNDS:</b>					
CHAP. 53 G Conservation Commission					
Hummock, LLC	\$ 12,769.15	\$ -	\$ 15.88	\$ -	\$ 12,785.03
Williams-Franklin Street	\$ 1,130.41	\$ -	\$ 0.65	\$ 1,131.06	\$ -
Christopher Castanon	\$ 197.69	\$ 162.11	\$ 0.22	\$ 360.00	\$ 0.02
Industrial Tower & Wireless/Champ	\$ 512.51	\$ -	\$ 0.71	\$ 405.00	\$ 108.22
RDA-McCrystal-Seacoast	\$ -	\$ 810.00	\$ 0.15	\$ 765.00	\$ 45.15
Sub-Total:	\$ 14,609.76	\$ 972.11	\$ 17.61	\$ 2,661.06	\$ 12,938.42
<b>SPECIAL FUNDS:</b>					
CHAP.53 G Board of Health					
Duxbury Housing	\$ 123.93	\$ -	\$ 0.16	\$ -	\$ 124.09
Sub-Total:	\$ 123.93	\$ -	\$ 0.16	\$ -	\$ 124.09
Sub-Total of Fund:	\$ 400,613.90	\$ 419,148.30	\$ 447.89	\$ 574,317.58	\$ 245,892.51
Warrants Payable	\$ 31,618.08	\$ 6,507.29	\$ -	\$ 31,618.08	\$ 6,507.29
	\$ 432,231.98	\$ 425,655.59	\$ 447.89	\$ 605,935.66	\$ 252,399.80

**Town of Duxbury**  
General Fund Debt  
June 30, 2011

	<u>Date</u>	<u>Amt Authorized</u>	<u>Amt Issued</u>	<u>Unissued</u>	<u>2010 Balance</u>	<u>2011- Principal</u>	<u>2011 - Balance</u>
<b>GENERAL FUND</b>							
Snug Harbor/Bluefish ATM	1996	\$ 650,000	\$ 650,000	\$ -	\$ 269,047	\$ 35,162	\$ 233,885
Refunding of Library					\$ 1,110,000	\$ 170,000	\$ 940,000
WPAT indiv septic (out limit)	1997	\$ 200,000	\$ 195,676	\$ -	\$ 97,828	\$ 10,872	\$ 86,956
WPAT indiv septic (out limit)	2004	\$ 200,000	\$ 192,582	\$ -	\$ 117,592	\$ 10,479	\$ 107,113
Senior Center Construction	2001	\$ 2,183,000	\$ 2,183,000	\$ -	\$ 1,000,000	\$ 145,000	\$ 855,000
Shared Septic Wadsworth Field	2000	\$ 1,028,000	\$ 1,028,000	\$ -	\$ 640,000	\$ 55,000	\$ 585,000
Merry Conservation Land/Millennium Green (Land)	2002	\$ 310,000	\$ 310,000	\$ -	\$ 75,000	\$ 30,000	\$ 45,000
HS Sewage Treatment Plant	2002	\$ 3,100,000	\$ 1,457,000	\$ -	\$ 1,055,000	\$ 100,000	\$ 955,000
School Expansion	2001	\$ 11,578,000	\$ 11,578,000	\$ -	\$ 8,475,000	\$ 775,000	\$ 7,700,000
Fire Alarms	2006	\$ 84,000	\$ 84,000	\$ -	\$ 25,000	\$ 20,000	\$ 5,000
Senior Center Parking Lot	2007	\$ 65,000	\$ 65,000	\$ -	\$ 15,000	\$ 15,000	\$ -
Cemetery Expansion	2007	\$ 80,000	\$ 80,000	\$ -	\$ 20,000	\$ 20,000	\$ -
Seawalls	3/10/2007 STM	\$ 125,000	\$ 125,000	\$ -	\$ 95,000	\$ 15,000	\$ 80,000
Percy Walker Pool Building Remodeling	2010	\$ 2,200,000	\$ 2,200,000	\$ -	\$ 2,200,000	\$ 150,000	\$ 2,050,000
Engineering - Percy Walker Pool	2010	\$ 163,000	\$ 163,000	\$ -	\$ 163,000	\$ 18,000	\$ 145,000
Building Remodeling School	2010	\$ 1,540,000	\$ 587,000	\$ 953,000.00	\$ 587,000	\$ 42,000	\$ 545,000
Engineering - School	2010	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ 100,000	\$ 100,000
		<u>\$ 23,706,000</u>	<u>\$ 21,098,258</u>	<u>\$ 953,000.00</u>	<u>\$ 16,144,467</u>	<u>\$ 1,711,513</u>	<u>\$ 14,432,954</u>
<b>UNISSUED</b>							
Chandler School Roof Replacement	3/14/2009	\$ 1,540,000	\$ 587,000	\$ 640,000	\$ 313,000	\$ -	\$ -
Crematory Construction	3/13/2010	\$ 2,600,000	\$ 300,000			\$ 2,300,000	\$ 2,300,000
Police Station Construction	3/12/2011	\$ 6,275,000	\$ 125,000			\$ 6,150,000	\$ 6,150,000
Fire Station Design	3/13/2010	\$ 292,000	\$ 292,000			\$ -	\$ -
Fire Station Construction	3/12/2011	\$ 3,700,000	\$ 433,000			\$ 3,267,000	\$ 3,267,000
DMS & DHS Schematic Design	3/12/2011	\$ 2,900,000	\$ 715,000			\$ 2,185,000	\$ 2,185,000
Total		<u>\$ 17,307,000</u>	<u>\$ 2,452,000</u>	<u>\$ 640,000</u>	<u>\$ 313,000</u>	<u>\$ 13,902,000</u>	<u>\$ 13,902,000</u>



**Town of Duxbury**  
**Water Debt**  
**June 30, 2011**

	<u>Date</u>	<u>Amt Authorized</u>	<u>Amt Issued</u>	<u>Unissued</u>	<u>2010- Balance</u>	<u>2011- Principal</u>	<u>2011- Balance</u>
<b>WATER</b>							
Evergreen Treatment Plant	1996	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 217,961	\$ 54,500	\$ 163,461
Pipe Replacement (PCE)	1998	\$ 750,000	\$ 750,000	\$ -	\$ 108,998	\$ 27,200	\$ 81,798
Mayflower (well exempt)	1998	\$ 103,000	\$ 103,000	\$ -	\$ 14,897	\$ 3,800	\$ 11,097
Pipe Replacement (PCE)	1999	\$ 400,000	\$ 400,000	\$ -	\$ 58,144	\$ 14,500	\$ 43,644
Pipe Replacement (PCE)	2001	\$ 225,000	\$ 225,000	\$ -	\$ 40,000	\$ 20,000	\$ 20,000
Pipe Replacement (PCE)	2002	\$ 408,000	\$ 408,000	\$ -	\$ 110,000	\$ 40,000	\$ 70,000
Merry Land	2002	\$ 102,000	\$ 102,000	\$ -	\$ 30,000	\$ 10,000	\$ 20,000
Herring Weir	2002	\$ 113,000	\$ 113,000	\$ -	\$ 30,000	\$ 10,000	\$ 20,000
Pipe Replacement (PCE)	2003	\$ 400,000	\$ 400,000	\$ -	\$ 160,000	\$ 40,000	\$ 120,000
Tremont Main (STM 3/04)	2004	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 440,000	\$ 110,000	\$ 330,000
Tremont Engineering (STM 11/03)	2004	\$ 100,000	\$ 100,000	\$ -	\$ 60,000	\$ 10,000	\$ 50,000
Pipe Replacement (PCE)	2004	\$ 400,000	\$ 400,000	\$ -	\$ 240,000	\$ 40,000	\$ 200,000
Pipe Replacement (PCE)	2005	\$ 100,000	\$ 100,000	\$ -	\$ 40,000	\$ 20,000	\$ 20,000
Damon Wells	2004	\$ 120,000	\$ 120,000	\$ -	\$ 48,000	\$ 24,000	\$ 24,000
Damon Wells	2004	\$ 580,000	\$ 580,000	\$ -	\$ 490,000	\$ 45,000	\$ 445,000
Rt. 3 Water Main	2006	\$ 100,000	\$ 100,000	\$ -	\$ 40,000	\$ 20,000	\$ 20,000
		\$ 550,000	\$ 550,000	\$ -	\$ 470,000	\$ 40,000	\$ 430,000
Birch St. Tank Engineering	2006	\$ 250,000	\$ 221,000	\$ 29,000	\$ 62,000	\$ 31,000	\$ 31,000
Damon Well	3/8/2008	\$ 570,000	\$ 570,000	\$ -	\$ 490,000	\$ 40,000	\$ 450,000
Birch St. Tank	3/10/2007	\$ 3,150,000	\$ 3,150,000	\$ -	\$ 3,010,149	\$ 131,539	\$ 2,878,610
Total Authorized		\$ 11,021,000	\$ 10,992,000	\$ 29,000	\$ 6,160,149	\$ 731,539	\$ 5,428,610

**UNISSUED**

Total		<u>Authorized</u>	<u>Issued</u>	<u>Retired</u>	<u>Recinded</u>	<u>Unissued</u>
	\$	\$ -	\$ -	\$ -	\$ -	\$ -

**Community Prerservation Debt**  
**June 30, 2011**

	<u>Date</u>	<u>Authorized</u>	<u>Issued</u>	<u>Retired</u>	<u>Recinded</u>	<u>Unissued</u>
<b>UNISSUED</b>						
Blairhaven Purchase	3/12/2011	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -
Total		\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -

## Treasurer/Collector

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The Treasurer/Collector is pleased to submit the annual report for the fiscal year ending June 30, 2011. Our office is responsible for the receipt, investment, and disbursement of all Town funds including payroll; billing and collection of all taxes and utilities; collection and issuance of beach and transfer permits and fees; debt management; administration of the various Town trust funds; collection and issuance of mooring and shellfish permits and fees; and management of the Town's property that is in Tax Title or Foreclosure.

### Cash Management

The Treasurer is responsible for investing public monies at the highest rate reasonably available, taking into account safety, liquidity, and yield. In the current market turmoil, managing liquidity and ensuring the security of the Town's funds are still increasingly important. The stability of the institutions with which we do business has taken priority over return on investment.

#### **Bank Balances as of June 30, 2010**

CDs	\$2,101,027
Disbursement Accounts	\$0.00
Money Market	\$23,882,595
<u>Trust Funds</u>	<u>\$7,759,737</u>
<b>Balance June 30, 2011</b>	<b>\$33,743,359</b>

### Debt

The Town issued a 1 year short-term note in June of 2011, for \$2,665,000.00 at an interest rate of 1.50%. This issue was comprised of \$800,000 for Land Acquisition, \$715,000 for School Planning, \$433,000 for Fire Station Rehabilitation, \$300,000 for School Building Construction, \$292,000 for Building Renovations and \$125,000 for Police Station Construction.

#### **Debt Issued in 2011**

<u>Purpose</u>	<u>Amount</u>	<u>Article #</u>
Land Acquisition	\$800,000	24
School Planning	\$715,000	18
Fire Station Rehab	\$433,000	16
Building Construction	\$300,000	14
Building Renovation	\$292,000	15
Police Station	\$125,000	17
<hr/>		
<b>TOTAL</b>	<b>\$3,150,000</b>	

# Town of Duxbury

	<u>Jun-11 Balance Per Collector's Detail</u>
<b>Real Estate Taxes</b>	
Levy of 2009	480.04
Levy of 2010	7,631.65
Levy of 2011	869,342.76
	<hr/> 877,454.45
<b>Community Preservation</b>	
Levy of 2009	14.35
Levy of 2010	228.98
Levy of 2011	22,109.49
	<hr/> 22,352.82
<b>Real Estate Tax Liens/Tax Title</b>	82,111.43
<b>CPA Tax Liens/Tax Title</b>	1,964.07
<b>Deferred Property Taxes (Chap 41A)</b>	256,060.01
<b>Taxes in Litigation (Taxes &amp; WL)</b>	0.00
<b>Tax Foreclosures/Tax Possessions</b>	682,559.56
<b>Other Departmental Receivables</b>	
Veterans' Services	0.00
	<hr/> 0.00
<b>Personal Property Taxes</b>	
Levy of 2006	228.11
Levy of 2007	327.19
Levy of 2008	2,412.64
Levy of 2009	1,862.16
Levy of 2010	3,553.83
Levy of 2011	4,320.64
	<hr/> 12,704.57
<b>Motor Vehicle Excise</b>	
Levy of 2001	6,231.30
Levy of 2002	8,661.47
Levy of 2003	8,699.93
Levy of 2004	6,136.58
Levy of 2005	4,904.91
Levy of 2006	7,630.11
Levy of 2007	5,660.24
Levy of 2008	5,794.05
Levy of 2009	8,471.27



Levy of 2010	22,241.11
Levy of 2011	192,195.94
	<hr/>
	276,626.91
<b>Boat Excise</b>	
Levy of 2005	15.00
Levy of 2007	627.00
Levy of 2008	1,037.00
Levy of 2009	1,926.00
Levy of 2010	1,349.33
Levy of 2011	2,682.59
	<hr/>
	7,636.92
<b>Water Liens</b>	
Levy of 2011	0.00
	<hr/>
	0.00
<b>Sewer Liens</b>	
Levy of 2011	0.00
	<hr/>
	0.00
<b>Service Liens</b>	
Levy of 2011	0.00
	<hr/>
	0.00
<b>Demand Lien</b>	
Levy of 2011	0.00
	<hr/>
	0.00
<b>Water Enterprise</b>	
Levy of 2006	(1,037.23)
Levy of 2007	0.00
Levy of 2008	0.00
Levy of 2009	0.00
Levy of 2010	9,088.84
Levy of 2011	163,555.10
	<hr/>
	171,606.71
<b>Water Service Fees</b>	
Levy of 2007	0.00
Levy of 2008	0.00
Levy of 2009	0.00
Levy of 2010	0.00
Levy of 2011	551.35
	<hr/>
	551.35
<b>Marshfield Resident Water</b>	
Levy of 2010	0.00
	<hr/>
	0.00
<b>Sewer User Fees</b>	
Levy of 2008	0.00
Levy of 2009	0.00
Levy of 2010	570.39
Levy of 2011	13,626.86
	<hr/>
	14,197.25

<b>Snug Harbor/Blue Fish Sewer Betterment</b>	
Levy of 2011	0.00
	<hr/> 0.00
<b>Snug Harbor/Blue Fish Sewer Committed Interest</b>	
Levy of 2011	0.00
	<hr/> 0.00
<b>Bay Road Sewer Betterment</b>	
Levy of 2011	1,588.55
	<hr/> 1,588.55
<b>Bay Road Sewer Committed Interest</b>	
Levy of 2011	1,040.49
	<hr/> 1,040.49
<b>Title V Betterment</b>	
Levy of 2011	0.00
	<hr/> 0.00
<b>Title V Committed Interest</b>	
Levy of 2011	0.00
	<hr/> 0.00
<b>BETTERMENTS UNCOMMITTED TO RE</b>	
<b>Snug Harbor/Blue Fish Betterment</b>	
Levy of 1999	120,516.55
Levy of 2003	28,699.86
	<hr/> 149,216.41
<b>Bay Road Betterment</b>	
Levy of 2003	405,525.36
	<hr/> 405,525.36
<b>Title Five Betterment</b>	
Levy of 2000	6,221.07
Levy of 2001	9,474.05
Levy of 2002	9,101.22
Levy of 2003	32,709.78
Levy of 2004	0.00
	<hr/> 57,506.12
	<hr/> 3,020,702.98

#### **Municipal Lien Certificates**

Municipal lien certificates (MLC's) are issued to lawyers and mortgage-lending institutions to assist in the transfer and/or refinance of real estate. Eight hundred sixty two (862) MLC's were issued during FY2011, producing revenue of \$43,100.00. This was an increase of \$7,050.00 from FY10. This increase was due in part to lower mortgage rates being offered for refinancing.

### Payroll

The Treasurer's office in conjunction with Elizabeth Mahan in Accounting is responsible for all payroll activities including accurate and timely payments to all full-time, part time and seasonal employees; the related employee/employer deductions, taxes and wage reporting.

<u>PAYROLL</u>	<u>Year Ended 06/30/11</u>	<u>Checks Issued</u>
Town Departments	\$11,912,484	6,713
<u>School</u>	<u>\$24,132,789</u>	<u>13,806</u>
TOTAL	\$36,045,273	20,519

### Beach and Transfer Station Permits

Below is a comparison chart of FY10 and FY11 permit sales. There was an increase in all permits issued for FY11.

<u>The \$\$ Amount</u>	<u>1/1/10-06/30/10</u>	<u>1/1/11-06/30/11</u>	<u>Difference</u>
Non-Res(incl. online)	\$864,775.00	\$953,510.00	\$88,735.00
Res OS/PK	\$510,745.00	\$540,695.00	\$29,950.00
Shellfish	\$76,630.00	\$85,490.00	\$8,860.00
Transfer Station	\$144,668.00	\$145,550.00	\$882.00
<b><u>Total</u></b>	<b><u>\$1,596,818.00</u></b>	<b><u>\$1,725,245.00</u></b>	<b><u>\$128,427.00</u></b> 8.04% increase

### Mooring and Shellfish Fees

In fiscal year 2011, the Town issued 1,000 mooring permits, 1,454 shellfish permits, 765 dog-walking permits at no charge and 33 horseback riding permits for total revenue of \$218,383.00.

I am very appreciative of the efforts of my staff; Pamela Avitabile, Maureen Connolly and Dolores Marchewka for their hard work and dedication. I also want to thank Mary Leach (who transferred to the Fire Department) for her many years of service to the Treasurer/Collector's office. This Department truly appreciates Jane McNiff, Meridythe Reed, Pat Costello and Ann Hamadeh for their contribution during peak times in this office.

Respectfully submitted,

Thomas J. Connolly, CMMT, CMMC  
Treasurer/Collector



## Trust Funds

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Balances may be found in the Accounting records.

### **ANNA BIGELOW DAVIS FUND**

As per the will of Anna Bigelow Davis: "one part to the Town of Duxbury, the principal thereof to be invested and the net income therefrom to be employed for the purpose of establishing and maintaining at the Duxbury High School, an Art Scholarship Fund for needy students who have studied art in the Duxbury High School Art Department."

### **ANNIE DREW DUNHAM SCHOLARSHIP FUND**

"Under term of Will (Accepted ATM 3/14/64, Art. 45) Article Sixteen: (b) Three-fourths thereof I give to the Town of Duxbury, in trust, nevertheless, to invest, reinvest, and from time to time to change the investments at the discretion of said trustee, and annually (January first to December first) to pay the net income therefrom derived in a scholarship to, or on behalf of, a student selected as hereinafter provided, in furtherance of his or her education in any branch of learning which such student prefers, and which student is a resident of Duxbury who is graduating from, or has graduated from, Duxbury High School (or if Duxbury no longer shall have its own high school, then the regional or district high school of which Duxbury is a participant). Selection of such student (preferably one in the then-current graduating class) shall be made before June first of each year by a group made up of the following members: The Superintendent of Schools of the Town of Duxbury (or if Duxbury shall no longer have its own school superintendent, then the superintendent of the regional or district school of which Duxbury is participant); the Principal of the Duxbury High School (or if Duxbury shall no longer have its own school principal, then the principal of the regional or district school of which Duxbury is participant); and the members of the Duxbury School Committee.

Should the group herein before provided, or any of them, be unwilling to accept the responsibility of selecting students, to receive such scholarships, the Town of Duxbury, may, at any regular or special Town Meeting, appoint alternates for said principal, Superintendent, and members of the School Committee, and such alternate or alternates may substitute for the person or persons unwilling or unable to participate in such selection.

The fund hereby created shall be known as "The Annie Drew Dunham Scholarship Fund", and the scholarship shall be known as "The Annie Drew Dunham Scholarship".

### **AGNES E. ELLISON FUND**

"The income to be used for the under-privileged children in need of medical attention, particularly to alleviate blindness and deafness."

### **ARTHUR D. EATON CEMETERY FUND**

Last Will and Testament of Arthur D. Eaton - Article Tenth:

"All the rest, residue and remainder of my estate to the Town of DUXBURY, a municipal corporation within said County of Plymouth, and Commonwealth of Massachusetts, IN TRUST

NEVERTHELESS, the income therefrom to be expended annually by the Cemetery Trustees of said Town, insofar as may be necessary for the perpetual care of said Eaton Lot, so-called, being Lot #1259 in Mayflower Cemetery, wherein is buried the body of my late Mother, Edna L. Eaton, and in which my body is to be buried as aforesaid, and for flowers and the placing thereof annually in front of the monument on said lot on Memorial Day, and for a wreath and the attaching thereof, annually, to said monument on Christmas Day, the balance of said income in each year to be used for the general care, improvement, and the embellishment of the 'old portion' so-called, of said Mayflower Cemetery: said fund to be known as the "Arthur D. Eaton Fund".

#### **BENJAMIN M. FEINBERG TRUST FUND**

"I give and bequeath to the inhabitants of the Town of Duxbury, Massachusetts for educational purposes the sum of fifteen hundred (\$1,500) dollars. Said sum shall be held in trust by the Town of Duxbury and the Principal thereof shall be invested so that the members of the School Committee of said Town may make an annual award to a member of each year's graduating class of the high school, who intends to pursue his or her education further, either in a college, university, trade school or other institution of higher learning. It is my desire that preference be given to a student who may be in need of financial assistance. The amount of such award shall be determined by the Trustees and shall be paid out of the annual income or out of the undistributed income

"The term 'Annual Income' shall be the 'net income' as herein defined, for the 'fiscal year' of the Fund which ends prior to the date of graduation for which such award is to be made. The term 'net income' as herein used shall include income received from all sources, other than gains from sales or exchanges of property, held by such Fund, after deducting all expenses property chargeable against income. Any gains or losses from sales or exchanges of property held by such Fund shall be regarded as an addition to or as a charge against Principal. The fiscal year of such Fund shall be the twelve-month period commencing with the first day of the month in which such fund shall be created."

#### **EBEN H. ELLISON TRUST FUND**

"Annual Town Meeting, April 28, 1990, Article 36, moved and seconded that the Town vote to accept a gift from Eben H. Ellison Trust and authorize the Board of Selectmen to establish procedures regarding the use of such gift in accordance with Article 36 of the warrant:

"To see if the Town will vote to accept a certain sum of money from the Eben H. Ellison Trust to be invested by the Treasurer, in which no more than one-half the income derived there from shall be disposed of for the support and maintenance of the William P. Ellison Playgrounds, and the remaining income to be used for a worthy Town need or project. All funds are to be allocated at the discretion of two Trustees, Elton F. Drew and Clarence W. Walker, or their successors.

All funds not so expended in any year shall be reinvested by the Treasurer. The sum of Five Hundred (\$500.00) dollars, Two Hundred Fifty (\$250.00) dollars per trustee per year, from the income shall be paid to the Trustees."

#### **EDMUND A. DONDERO SCHOLARSHIP FUND**

Special Town Meeting held May 5, 1986, Article 5, it was moved and seconded that the Town appropriate and transfer \$1,000.00 from Free Cash to establish a scholarship fund, in the name of and to honor Edmund A. Dondero, the income from which is to be used toward the payment of college tuition and expenses for a deserving student interested in pursuing a career in government service, with the scholarship funds to be administered and applied under the Board of Selectmen.

#### **EDWARD P. HOBART SCHOLARSHIP FUND**

As per Will of Ruth C. Hobart-

"Article Fifth: I give and bequeath unto the Town of Duxbury, a municipal corporation within said County of Plymouth and Commonwealth of Massachusetts, the sum of Ten Thousand dollars (\$10,000), IN TRUST NEVERTHELESS, the net income to be paid in annual scholarships to be determined by the amount of income available for distribution in each year. Any excess over the amount necessary to make one or more full scholarships of Five Hundred Dollars (\$500.00) each shall be paid in conjunction with income earned in the year following, or subsequent years, to aggregate a full Five Hundred Dollars (\$500.00) scholarship."

#### **HARRIETT S. CROZIER SCHOLARSHIP FUND**

"Under term of Will - 22nd, A. Scholarship Fund of the Town of Duxbury, Massachusetts, in memory of my late sister, Marion A. Crozier".

#### **HARRY C. & MARY E. GRAFTON MEMORIAL SCHOLARSHIP FUND**

"To establish two one-year scholarships for needy Duxbury High School seniors who plan to continue their education. The Trustees contemplate that this will be an annual award, and that each recipient will be supported for up to four consecutive years (at \$1000 per year upon satisfactory completion of the prior year) for college, or vocational training. Thus, future grants from the Grafton Trust to the Town for this purpose could be increased to a total of \$8,000 in a given year".

#### **HELEN DELANO HOWE SCHOLARSHIP FUND**

"Twenty-sixth: I give and bequeath the sum of One Hundred Twenty-Five Thousand (\$125,000) to the Town of Duxbury to establish in this Massachusetts town, a separate fund to be known as the Helen Delano Howe Scholarship Fund, the income of such fund to be awarded annually on an objective and non-discriminatory basis, in one or more scholarships, to students residing in said town who desire to continue their education after high school in an educational institution, as defined in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986, as amended (the 'Code'), with preference to those students intending to enter the teaching profession. Said scholarships are awarded and administered by the process usually employed in the selection of scholarship candidates in named Town. Such awards may be made to students upon their graduation from high school and the recipients thereof shall continue to be eligible for annual awards, providing that student remains academically and personally qualified and worthy, in the discretion of the awarding authority until the student has received the bachelor's degree."



### **HERITAGE FUND**

The Board of Selectmen voted to adopt the following motion at their meeting of July 9, 1990:

"Moved the Town Accountant be authorized to transfer \$14,000 from the Excess and Deficiency (E & D) Fund to Duxbury Heritage Fund to be established by the Town Treasurer. Said action being consistent with the Motions adopted under Article 14 of the Special Town Meeting of March 1988, and Article 2, of the Special Town Meeting of November 1988.

The Duxbury Heritage Trust Fund shall be for promotion of the Town of Duxbury's natural, historical and cultural heritage. The Board of Selectmen shall enact rules and regulations to govern the Fund and may accept contributions to the Fund and may expend investment earnings of said Fund. Said Fund is established with the \$14,000 contribution given to the Town on behalf of the Town's 350th Anniversary Celebration.

The Town Treasurer shall each year submit to the Board of Selectmen a written account summarizing the assets, contributions and expenditures of said fund. The Selectmen may appoint a committee to advise and assist the Board in the administration of said Fund."

### **ISABELLE FREEMAN TRUST FUND**

"I bequeath and devise to the Town of Duxbury, Massachusetts, but in TRUST nevertheless for the following uses and purposes: to maintain my house lot at 155 Depot Street, Duxbury, Massachusetts, in conservation for use as, but not limited to, a bird sanctuary. Such money to be included in this bequest shall be held intact, the income therefrom to be used for minor repairs of the real estate.

Should the income from such money exceed the operating and maintenance expenses of said real estate, then the Trustees may, in their discretion, expend appropriate portions of the income to provide ambulance services in the Town of Duxbury, Massachusetts, but for no other purposes.

I nominate as Trustees for this bequest to the Town of Duxbury, Massachusetts, its duly elected Board of Selectmen.

### **ISABELLE V. FREEMAN POWDER POINT TRUST**

"Income to be expended under direction of the Selectmen for Ambulance Services only".

### **JAMES BUECHLER BOOK FUND**

Gift left in memory of James Buechler, a former teacher, for the schools to purchase books.

### **JONATHAN AND RUTH FORD TRUST FUND**

"Net income only, of said funds, is to be paid by said Town from time to time each year to or for the benefit of those residents of said Town who are, in the sole discretion of said Town, financially unable to secure badly needed medical and/or nursing care, supplies, hospitalization, operations, x-rays, and/or assistance (including dental work) deemed necessary by said Town in any case."

#### **KING CAESAR'S FUND**

"To provide for relief of the poor and elderly citizens of said Town; and to assist any citizen of said Town who is, in the judgment of the Selectmen, otherwise unable to pay in obtaining proper medical, dental, psychiatric and nursing care by establishing, equipping and maintaining, through the Plymouth Community Nurse Association or otherwise, a program or programs of preventative medicine and a clinic or clinics for furnishing such care at convenient and accessible locations in said Town and by other appropriate means. Within 90 days following the payment to the Selectmen, they shall submit to the trust a written report as to the objects or purposes for which said payment has been or is to be expended."

#### **LADIES UNION FAIR ASSOCIATION OF DUXBURY TRUST FUND**

Accepted at Annual Town Meeting, March 14, 1964, Article 32. Income to be used for the general care of the old section of Mayflower Cemetery.

#### **LUCY E. EWELL TRUST FUND**

"Income to be paid over" annually to the authorities in charge of the 'Upper Cemetery' on Keene Street in the part of the Town of Duxbury called ASHDOD, to be expended by them for the care, improvement and embellishment of said cemetery."

#### **LUCY HATHAWAY TRUST FUND**

"Income to be 'applied for the purpose and in the proportion hereinafter specified':

- (a) One-fourth of said income to be applied to the care and improvement of the public streets in said Town of Duxbury;
- (b) One-eighth of said income to be applied to the care of shade trees within the limits of the public highways in said Town of Duxbury;
- (c) One-sixteenth of said income to be applied to the care and improvement of Mayflower Cemetery in said Town of Duxbury;
- (d) One-fourth of said income to be applied to the support of the public schools in said Town of Duxbury;
- (e) One-sixteenth of said income to be applied to the purchase of books for the public library in said Town of Duxbury;
- (f) One-eighth of said income to be applied to the care and maintenance of the public landings in said Town and the approaches thereto;
- (g) One-eighth of said income to be applied to the maintenance and care of public bridges in said Town."

#### **MARGERY S. PARCHER MEMORIAL TRUST FUND**

Special Town Meeting held November 23, 1987, Article 18, it was moved and seconded that the Town vote to approve the establishment of the Margery Parcher Memorial Trust Fund, said Fund to be used to enhance the Town of Duxbury's Annual Fourth of July activities as directed by the Board of Selectmen on the advice of the Fourth of July Committee.

#### **MARIETTA F. RUSSELL SCHOOL LIBRARY FUND**

"Received from the Estate of Marietta F. Russell, check for \$1,500.00 bequeathed to the Town of Duxbury by said Marietta F. Russell, under and in accordance with the provisions of Paragraph 14 of her Will, in memory of her parents, Edward B. Russell and Katherine A. Russell, to be held in Trust, and the income therefrom to be used annually for the purchase of books for the Library of the Duxbury High and Elementary Schools."

#### **MARIETTA F. RUSSELL SCIENCE MATERIAL FUND**

"Received from the Estate of Marietta F. Russell, check for \$500.00 bequeathed to the Town of Duxbury by said Marietta F. Russell, under Paragraph 34 of her said Will, the income therefrom to be used for the purchase of science materials for the Elementary and High Schools."

#### **MARY E. CARR NEPTON SCHOLARSHIP FUND**

"Terms of Will - Clause 6. All the rest, residue and remainder of my estate, both real and personal, I give, devise and bequeath to my Trustee hereinafter named, in trust as follows:

- (a) To establish a fund to be called 'The Mary E. Carr Nepton Scholarship Fund of the Town of Duxbury'.
- (b) The said fund to be held by the Town Treasurer of Duxbury, Massachusetts, as a trust fund, the net income therefrom to be used from time to time for the payment of a part or all of the tuition of needy male students at a recognized college or other institution of higher learning."

#### **MOLLY HOPKINS TAFT LIBRARY SERVICE SCHOLARSHIP AWARD**

"To provide a living memorial and at the same time to encourage academic excellence by Duxbury High School students, and especially those who are active in school library activities.

##### **Basis for Selection of Recipient:**

Academic excellence is required. If there is a Library Service Club, or equivalent student activity in assisting with the maintenance of library systems, selection should focus on a college-bound student who has participated in such activities. Demonstrated knowledge of library access procedures and unusual familiarity in the use of reference material could aid in selection in lieu of library service although library service is preferable. Performance, not "need" is to be prime consideration. Special consideration is to be given to a student who qualifies well in the two foregoing conditions and has been accepted by Wellesley College, Molly's alma mater.

In the event the student who is thought to most nearly meet the above described conditions elects to not accept this award it should be allowed to accumulate that year, since it is intended that the recipient be selected on academic excellence and library service or unusual facility with and knowledge of reference material accession. Also, in the unlikely event that there is no suitable candidate the fund should be allowed to accumulate.

The award is to be made to reach recipient only one time; it is intended for college expenses during the first year. In the event that the designate cannot attend a school of higher learning in



the same calendar year in which the award was made -- for whatever reason--the amount awarded is to be held in the Fund for up to three years for that person's use when electing to go forward with his education. If not claimed by the end of the three-year period, the award is voided and amount of the award reverts unconditionally to the Fund.

If there is a direct descendent of Molly Hopkins Taft (Molly Malvina Taft) who wishes to participate in the selection of the recipient, that person will, after obtaining School Department recommendations, have the right to determine who will be selected for the award, since it is believed that such person is more likely to understand the intent of this Fund."

#### **MYLES STANDISH HOMESITE FUND**

"Annual Meeting, Town of Duxbury 3/1/30 - Article 15 - Voted unanimously that the Town accept the homesite of Myles Standish at Standish Shore and send thanks to the Trustees of the Standish Monument Association.

Annual Meeting, Town of Duxbury 3/7/31 - Article 30 - Voted unanimously that the Town accept the gift of \$1,133.16 from the Standish Monument Association, the income from this amount to be used for the care of the lot at Standish Shore where the original Myles Standish house was located.

Annual Meeting, Town of Duxbury 3/12/60 - Article 21 - Voted to authorize the Town Treasurer to accept from time to time any and all money which may be donated to the Myles Standish Monument Fund."

#### **NELSON T. SAUNDERS MEMORIAL TRUST**

Special Town Meeting held April 28, 1990, Article 9, moved and seconded that the Town vote to approve the establishment of the Nelson Saunders Memorial Trust Fund of which the principal and interest may be used for shellfish propagation and cultivation for the Town of Duxbury as approved by the Board of Selectmen on the advice of the Shellfish Advisory Committee.

#### **RICHMOND G. WIGHT FUND**

Annual Town Meeting held March 11, 1989, Article 36, moved and seconded that the Town accept a gift from the Estate of Richmond G. Wight and authorize the Board of Selectmen to establish procedures regarding the use of said gift in accord with the provision of the Will of Richmond G. Wight. "The gift to the Town of Duxbury is in trust, the income, current and accumulated, to be used in the discretion of the Selectmen or such other persons as may be designated by the Town to exercise such authority, for those proposed beneficial to the Town and its inhabitants for which adequate public funds are not available. Preference shall be given, but not limited, to uses related to the history of the Town, the preservation of historical places and buildings, and the encouragement of all forms of art and artistic appreciation and endeavor within the Town. Payment may be made to charitable organizations for such purposes."

#### **THOMAS D. HATHAWAY FUND**

"Income to be expended annually in the purchase, planting and replanting of shade and ornamental trees and shrubbery on and in the several Town ways and highways in said Town of Duxbury and in the care of the same, but should the Selectmen of said Town in any year or years think there was more money from said income than could be well expended for the foregoing purposes they may expend a portion of said income as shall seem to them expedient in improving the sidewalks in said Town of Duxbury."

#### **WESTON-THOMPSON FUND**

"To the Town of Duxbury, Massachusetts, the sum of Ten Thousand Dollars, to be held and administered by the Town Treasurer, with the advice and consultation of the Trustees of Trust Funds, as an endowment to be known as the "Weston-Thompson Fund". The income from said endowment shall be used to provide scholarships for graduates of Duxbury High School who wish to pursue their education in the vocations, such as, but not limited to, carpentry, plumbing, electrical work, auto mechanics, and electronic services, and who would, without financial assistance, be unable to advance in their chosen fields. The selection of the recipient or recipients of this award each year shall be made by the principal of Duxbury High School and the superintendent of the Duxbury school system."

#### **WILLIAM P. ELLISON CHARITABLE TRUST**

Special Town Meeting held March 11, 1984, Article 4, moved and seconded that the Town vote to accept a gift from the estate of William P. Ellison and authorize the Board of Selectmen to establish procedures and decide upon uses of said gift that are to be for exclusively public purposes. The Board of Selectmen voted March 27, 1989 to approve the use of the Ellison gift for lights at Chandler Field.

#### **WILLIAM PENN HARDING LIBRARY FUND**

"Income to be paid by the Town Treasurer to the trustees of the Public Library of said Town, sometimes called the 'Wright Memorial Library' to be expended by them in the month of May each year, in the purchase of recent books on Science, Art or Travel of a popular and instructive character, which books shall be placed in said library for general circulation. Said bequest shall be designated as 'William Penn Harding Library Fund' which designation shall be printed or written in all books so purchased when placed in said Library."

# General Government



Cable Advisory Committee

Duxbury Cultural Council

Fourth of July Committee

Information Services

Personnel Board

War Memorial Committee



## Cable Advisory Committee

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The Cable Advisory Committee advises the Board of Selectmen and the Town Manager on cable TV related matters. Although the committee strives to identify and address the concerns of Duxbury's cable customers and monitor their satisfaction with the service being provided, federal law limits municipal oversight of cable service provided by a traditional cable company or by the local phone company. The town has no jurisdiction over rates, channel lineup, or Internet service.

The committee's major achievement this year was the signing by the Board of Selectmen of a renewal cable TV franchise license with Comcast, effective November 22. Comcast had been operating without a license since it took over the Adelphia cable system in 2005. A cable TV franchise license had been granted to Verizon for its FiOS system a few months earlier. Both licenses are for ten years, and thus Duxbury is guaranteed cable competition over the next decade.

After reaching agreements with both Verizon and Comcast, the town entered into an agreement with Plymouth Area Community Access Television (PACTV) to operate the Public and Government channels over both cable systems. The committee hopes Duxbury residents are enjoying the enhancements PACTV has brought to these two channels. The School Department will also now have improved facilities for operation of the Education channel. In addition, the town will soon have the capability to see live telecasts of meetings and other events from additional town buildings such as the Senior Center and the Performing Arts Center.

The Chair wishes to thank the committee for its tireless efforts in reaching these agreements.

Respectfully submitted,  
William J. Kearney, Interim Chair

## Duxbury Cultural Council

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The Duxbury Cultural Council is responsible for allocating the funds assigned to the town by the Massachusetts Cultural Council, a state agency. The Legislature provides an annual appropriation to the Massachusetts Cultural Council, which then allocates funds to each community. The local grants can support a variety of artistic projects and activities, including exhibits, festivals, field trips, short-term artist residencies or performances in schools, workshops and lectures

The Duxbury Cultural Council is part of a network of 329 Local Cultural Councils (LCC) in the Commonwealth. The LCC Program is the largest grassroots cultural funding network in the nation, supporting thousands of community-based projects in the arts, sciences and humanities every year.

This past year the Duxbury Cultural Council distributed \$3,870 in grants. The funded projects include grants to Duxbury Council on Aging, Bay Players, Snug Harbor Chorus, the Art Complex Museum and the Duxbury Art Association. Also funds were awarded to the North River Arts Society, the Choral Art Association, Pilgrim Festival Chorus, Pilgrim Hall Museum, and the Plymouth Philharmonic.

Respectfully submitted,

Barbara Kiley, Chair

Helen Fowler, Secretary

Mary Beth MacQuarrie, Treasurer

Marcy Bravo, Rebecca Chin, Laura Doherty, Anthony Pilla, Janet Ritch, Janet Schwartz, Larry Smith

## Fourth of July Committee

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Each year, the Fourth of July Activities Committee begins preparations in February, and 2011 was no different. Much effort goes into the planning of this community event, and various subcommittees are instrumental in pulling off a successful weekend of activities that include the Beach Party and 4<sup>th</sup> of July Parade. The committee also promoted the 4<sup>th</sup> of July Road Race, which the Duxbury Education Foundation took over in 2010; the South Shore Bay Band Concert, which takes place in front of the High School during the holiday weekend; and the Cornerstone Lodge's 4<sup>th</sup> of July Breakfast, which has become a traditional event.

The Committee set a budget of \$40,000 for both the beach party and the parade. We had approximately \$18,000 available in the Margery Parcher Fund and \$10,000 from the appropriation at the 2010 annual town meeting. The committee worked tirelessly for several months to raise additional funds to cover our expenses. Our annual appeal letter for donations to the Margery Parcher Fund went out to all residents early in May. Thanks to some very generous donors, including local businesses that placed ads in our parade booklet, by the end of the fiscal year (June 30), we received enough contributions to cover our expenses and leave approximately \$18,000 in the Margery Parcher Fund to begin planning next year's events.

This year the committee selected as its parade theme, "All American Classics." We always try to create a theme that will generate lots of floats, and this year we had some outstanding ones. One special parade event this year was the participation of the Margery Parcher Family, who were having a family reunion in Duxbury. (When Margery Parcher passed away in 1984, her family set up the Margery Parcher Fund in her memory.) Margery's nephew drove Marge's classic yellow 1953 MG TD in the parade, with Marge's sister joining him.



Grand Marshal Betsy Sullivan



All-American Spirit



Margery Parcher's Family

Every year, the 4th of July Activities Committee selects a parade marshal. This year the committee elected Betsy Sullivan because of her many years of service to the town as a selectwoman and for her ongoing involvement in several town committees and activities.

The annual beach party was also a huge success. This year, in addition to two popular bands, we had new entertainment—an acrobat act. The performers were excellent and successfully engaged quite a few people, both children and adults, to participate in their various stunts. The bonfire was topped with a space ship commemorating NASA's 50<sup>th</sup> anniversary.



Stuart Ruggles, Rich Potash, Jamie MacNab  
building the bonfire

Many people helped the committee during the parade and beach party, from parade judges and parade monitors to a loyal group of volunteers who collected pallets and built the bonfire. We thank the truck owners and drivers who pulled floats. We thank Mass Hauling for again donating the dumpster for the beach party and a huge trailer for the high school jazz band. Finally, we thank the police, fire, and harbormaster departments for their assistance.



Respectfully submitted,  
Katy Gaenicke & Rich Potash, Co-Chairs - Fourth of July Committee

Committee Members:

Don and Nancy Reed, Dave and Linda Robinson, Amy and Brian Hill, Janet Ritch, Connie Siegel-Dennis, Jeff Goldman, Walter Osborne, Terry Reiber, Jamie MacNab, Bill and Maggie Kearney, Sue Lawrence, Barbara Munsey, Joan Edgar, Terri Woodward, Stewart Ruggles, and Gerry and Janet Leech.

## Information Services

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“As predicted in Fiscal Year 2009, the economic difficulties of Fiscal 2009 have followed us into Fiscal Year 2010. As we begin planning for Fiscal Year 2012, the indicators are pointing to more of the same. Despite the sober economics of our times, we continue to make progress.”

As quoted in the previous year's Annual Town Report, those words still ring true as we begin our planning process for Fiscal Year 2013 and evaluate the progress we made in Fiscal Year 2011. I am pleased to report, that despite the economic constraints of our times, we do continue to make progress.

Fiscal Year 2011 was the year that the analysis of the Town's IT infrastructure commenced. We evaluated the progress that we have made to date and laid out a road map so that progress may continue. By the end of the fiscal year, a draft plan was in place and a plan was produced to create the best implementation plan for Duxbury. As we move into Fiscal Year 2012, the draft plan will be further refined and the road map that will plot our direction for the next 5 years will be reviewed and presented.

With a solid plan underfoot, Information Services should be able to continue to make strides at providing the type of hardware, software and networking that effectively serves the departments throughout the town. Through reliable and necessary technical services, the Town of Duxbury receives many benefits, including efficiency. These efficiencies will bring many benefits to, not only the people who work for the town, but to its citizens as well.

Duxbury has many dedicated and creative thinkers. It has been my pleasure to interact with these dynamic individuals and to receive the direct benefit of their experience, knowledge and creativity. It is through and for them that I derive great pleasure in bringing an ever increasing scope of services to Duxbury.

Respectfully submitted,  
Mary E. MacQuarrie  
IS Administrator

## Personnel Board

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The Board meets on a regular basis with the Human Resources Officer to support the Town Manager, supervisors and employees covered by the Personnel Plan and to discuss and review matters related to human resources.

In concert with the Human Resources Officer, the Board developed a revised Anti-Harassment and Discrimination policy and new Background Investigation, Whistleblower, Maternity and Equal Opportunity Policies. Approval for these policies was obtained by the Board of Selectmen and they were included in the FY 2011 Personnel Plan.

During FY 2011, all Personnel Plan employees were invited to provide suggested changes for the FY 12 Personnel Plan. Each of these suggestions were reviewed and considered by the Board. As a result, many were included in the FY 2012 Personnel Plan and accepted by Town Meeting. In preparation for the Annual Town Meeting, the Board met with various department heads to ensure understanding of relevant language and changes in the Personnel Plan.

The Board approved the elimination of the 1,560 hours requirement for performance evaluations and merit increases. This makes performance evaluations annual for all eligible Personnel Plan employees. Now the performance evaluation process is easier to manage, more equitable and gives the supervisor and employee a more frequent opportunity to have a dialog about job performance.

The Selectmen, Finance Committee, Human Resources Officer, Finance Director, Labor Attorney and Town Manager worked with the Board to navigate the decertification of two unions; Professional Supervisory and Professional Support, representing more than 30 positions. As a result, these positions were transitioned into the FY 2012 Personnel Plan per Town Meeting vote.

Going forward, The Board will continue to work with the Human Resources Officer to review and update the Personnel Plan, as well as consider and benchmark Personnel Plan positions, and present findings to the Board of Selectmen and Finance Committee as necessary.

Respectfully submitted,

Wayne Heward, Chair  
Rob Molla  
Sandy Salmela  
Anita Stiles

## War Memorial Committee

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**Joe Shea speaking on behalf of the War Memorial Committee**

The members of the Duxbury War Memorial Committee were deeply saddened by the loss of our Chairman Joseph Shea (above, left) last January. Joe was the driving force behind the restoration of the World War I Memorial in 2010 and without his can-do spirit and enormous heart this project might never have come to fruition. The Committee thanks the Board of Selectmen for supporting our request to honor Joe's legacy by re-dedicating the Duxbury Roundabout — another beneficiary of Joe's public service passion — in his name.

In other respects this has been a quiet year for the War Memorial Committee. In the spring the committee decided to reopen the brick engraving process to allow citizens who may have missed out the first time around another opportunity to add a brick in the name of a family member or loved one. Following a successful publicity campaign, we received orders for an additional 19 engraved bricks, raising another \$3,800 for the town's War Memorial Fund. These new bricks will be installed in early 2012. In addition, the Committee voted to honor the service of Duxbury's Lt. Timothy Steele by adding a special brick in his name to the walkway.

The Committee would like to thank Emmett Sheehan of Eagle's Nest Landscaping for generously installing the new bricks and Anne Murray in the Town Manager's office for all her assistance helping us stay on track. Finally, we extend our thanks to the citizens of Duxbury for their support and all the service men and women who serve on our behalf.

Submitted by

Josh Cutler for the War Memorial Committee



# Health & Human Services



Affordable Housing Trust

Council on Aging

Duxbury Housing Authority

(State Agency)

King Caesar Advisory Committee

Local Housing Partnership

Municipal Commission on Disability

Veterans' Services

## Affordable Housing Trust

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### FY 2011 accomplishments:

- Awarded first grant for \$75,000 for Purchase of condo Unit at 225 Lincoln St. Duxbury
- Town meeting 2011 Awarded Additional \$330,000 to be given to the trust adding to the original \$500,000 for fiscal yr 2012 \$30k of which to be dedicated to admin costs.
- Finished contract with Lottery / program Administrator Dennis Falcione
- Currently accepting bids for future lottery administrator. Three bids to date have been received. New lottery agent will be chosen when all bids have been received.
- Duxbury Affordable Housing Trust voted to have a second round of Marketing and Outreach for the program in order to generate potential candidates to award future grants. New lottery agent will conduct Marketing outreach and lottery selection process for second round. Lottery agent/administrator will also review applicant's qualifications for the program.

Brendan Keohan, Chairman DAHT

## Council on Aging

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During FY 2011, the Duxbury Senior Center, welcomed visitors, implemented new programs and activities, and expanded community partnerships to meet the needs of those we serve.

As the newest nationally accredited Senior Center in Massachusetts, the MCOA asked the Duxbury Senior Center to host the National Council on Aging delegate meetings. These meetings were held prior to the MCOA conference and provided delegates an opportunity to engage with colleagues from 40 different states around our nation. In addition to discussing national senior issues and trends; our visitors got to tour Duxbury, ask questions about programs and services we offer and enjoy a New England favorite—a lobster dinner with all the trimmings made in-house by our talented kitchen staff.



Duxbury Senior Center

Besides welcoming friends, the staff was busy implementing evidenced based programs this past year. We offered Matter of Balance (two of our staff were trained as Master Trainers), My Life, My Health—Chronic Disease Self-Management and Wisdom Works. We also implemented new activities including: Neuropathy Support Group, Beginner Italian, Conversational French, Acting 101, Drawing & Painting, Artistic Journaling, and a Stretch and Flex exercise class. We have also expanded evening offerings to include: a Caregiver Support Group, Lifelong Learning courses, Cultural Events, Dinner Out, a Pot Luck Dinner, Gentle Yoga and Zumba gold.

In partnership with the Duxbury Fire Department, our Outreach staff implemented a “Bring Your Own Bags” project. This outreach tool provided staff an entry into the senior’s home. With gift in hand, our staff shared information about our programs and services, helped seniors fill out the “File of Life” Information cards and Emergency Preparedness information sheets and left them with a “emergency bag” filled with items that would be helpful if they needed to call 911.

We also:

- Welcomed 32,500 visitors and participants
- Prepared 10,168 meals, 4,083 congregate meals, 784 meals for the respite program and 5,301 Home Delivered Meals
- Provided 3,687 rides to shopping, banking, post office and to the senior center for lunch and activities
- Provided 2,148 rides to medical appointments; 1,728 by the medical bus and 420 rides with the help of our medical transportation volunteers
- Made 1,609 outreach contacts. Our staff helped seniors and their family members with information, guidance, and assistance in accessing services and support through 170 home visits, 100 office meetings, 350 senior phone contacts, 75 caregiver contacts and 10 Fuel Assistance Applications. Outreach provided a once a month Caregiver Support Group serving 14 caregivers. Outreach gave out 100 “Bring Your Own Bags” (emergency preparedness materials) to seniors and met with 50 seniors who were new to Outreach this year. Outreach provided information to 24 seniors at the Duxbury Housing Authority and Island Creek through monthly visits and information sessions.
- Hosted 381 Town appointed committee meetings and private rentals during the evening.
- And all of this was made possible by the 246 volunteers who gave 28,066 hours of service. (Using Independentsector.org dollar value of \$21.36 per hour, the gift of time is worth \$599,490.00).

Offsite, we partnered with the Duxbury Free Library implementing the Mass Memories Road Show. This program enabled community members to bring photos and share stories about their families and the community. Over 100 histories were taken at the event.

One of our most exciting partnerships came when the COA Board and Friends of the COA committed to “giving back to the community” and helping our needy friends stay warm this winter. Who thought bingo could be such a money maker!???? At our 1<sup>st</sup> Annual Black Tie Bingo event we raised \$13,732.00. This money was given to the Interfaith Council to help members of the community stay warm this winter. The amazing thing about this event was everyone said YES! All the food, drinks, prizes were donated. Fuel companies gave discount



rates; selectmen volunteered to call bingo games; and local business became game sponsors. On one of the coldest nights of the winter, over 130 people came to the Senior Center dressed in their finest, to play bingo and help their neighbors stay warm. Everyone left that night knowing that someone needing help would get it! We "relearned" that bingo was really fun!

And finally, in April of this year, our Director was trained as a National Peer Reviewer by NISC. This training will enable her to become an off-site or on-site reviewer for centers completing the National Accreditation process. Approximately 30 Directors nation-wide trained to perform this role—we are proud to be among them.

Respectfully submitted,  
Pam Campbell Smith, Chair  
John Madden, Chair Emeritus

Anne Antonellis  
Dick Sigrist  
Matthew Walsh  
Reverend Catherine Cullen  
Beverly Walters, Alternate  
Bill Campbell, Alternate  
Ninky Savage, Alternate  
Ken Fortini, Associate

Dick Whitney  
Marcy Bravo  
Peter Muncey  
Carol Chapman  
Shirley McMahon-Oktay, Alternate  
Reverend Elizabeth Stevens, Alternate  
Jim Taylor, Associate  
Henry Milliken, Associate

## Duxbury Housing Authority (State Agency)

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The Housing Authority continues to manage and operate fifty-two elderly and handicap units at Duxborough Village located on Chestnut Street, and seven scattered site family units which consist of four two-bedroom and three three-bedroom units. We manage, in conjunction with the DMR, 8 units on Merry Ave and 4 units on Cordwood Path for special need clients. In addition, we administer 13 Federal Section 8 Housing Choice Vouchers and 3 Massachusetts Rental Vouchers.

This year we received funding to replace the Federal Circuit Breaker Panels in our Elderly Development and funding to bring our Community Room and Office in compliance with the Americans with Disability Act.

Once these projects are complete, the Housing Authority will be searching for funding to replace the driveway and sidewalks at our Elderly Development.

The Duxbury Girl Scouts came to our development; they weeded and planted flowers throughout. They did an excellent job and we are very thankful for their time and generosity.

As always we would like to thank our Fire and Police Departments for their dedication and service they provide us. We would also like to thank the Town Manager, Building Inspector, Board of Health, Water Department, Department of Public Works and all of the Town Boards

and Committees for their continued support in helping us to reach our goal to provide affordable housing to all who may need it.

Thank you.

Respectfully submitted,  
Linda M. Bacci – Executive Director

Linda Garrity – Chairman & State Appointee  
Alden Ringquist – Vice Chair  
Brendan Keohan - Member  
Beverly Walters - Member  
John Todd – Member

## King Caesar Advisory Committee

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The King Caesar Trust Fund was established by the terms of the will of William Bradford Weston in 1916. The Fund provides financial assistance to help pay the medical and dental expenses of financially-needy Duxbury residents.

While the Board of Selectmen has fiscal authority for the King Caesar Trust Fund, they rely on the King Caesar Advisory Committee (KCAC) to review client cases and make recommendations. By vetting cases before they are brought to the Board of Selectmen, the KCAC can often find other resources and/or make referrals to other agencies.

The King Caesar Advisory Committee consists of three individuals and an intake case worker. The three members have traditionally included individuals with medical backgrounds and a member of the Duxbury Interfaith community.

The undersigned members of the KCAC are proud to serve to help the less fortunate in the Town of Duxbury. We encourage any financially-needy Duxbury resident with medical or dental needs to seek assistance from the King Caesar Trust Fund rather than go without needed medical care. Requests can be made to our staff liaison in the Selectmen's Office or to any of the KCAC members. All requests are treated with the utmost respect, understanding and confidentiality.

For those Duxbury residents who cannot financially afford needed medical treatment, have no other immediate options, and no other family resources to turn to, the gift of William Bradford Weston has stood the test of time and is as appreciated today as it has been for almost a century.

The King Caesar Fund balance, however, is limited. The yearly requests received have increased in both number of cases and dollar amounts. The challenge facing the KCAC is to balance our compassion with our fiduciary responsibility to assure the sustainability of the Fund to help as many financially-needy citizens as possible. Therefore, the KCAC must caution applicants that they should be prepared to seek other funding as well and/or to view the King Caesar Fund as a stopgap measure while waiting for approval from other sources of funding for any future medical needs.

To the more fortunate members of the Duxbury community, the KCAC encourages you to follow the example of William Bradford Weston and to make a donation payable to the "King Caesar Fund" (c/o the Selectmen's office) to assure the solvency of the Fund to aid future generations.

Respectfully submitted,

Diane Barker, R.N., Chair; Rev. Catherine Cullen; Carol Langford, M.D; and  
Judith Hatch, R.N., King Caesar Fund Intake Case Worker  
C. Anne Murray, Staff Liaison to the King Caesar Advisory Committee

## Local Housing Partnership

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The Local Housing Partnership is comprised of representatives from various boards within the Town:

Shawn Dahlen, Board of Selectmen  
Matthew Walsh, Council on Aging  
Bruce Bygate, Board of Health  
John J. Todd, Duxbury Housing Authority  
Barbara Kelley, Conservation Commission  
George Wadsworth, Planning Board  
Brendan Keohan, Community Preservation Committee  
At Large Members: Denece McCann Clinton, Brian Murphy, Leslie Lawrence and  
Diane Bartlett

The committee has spent the year working with two Architectural Firms. The Camp Wing Development has final plans and specifications completed by Abacus Architectural. The LIP application is at the Department of Housing and Community Development. We are awaiting their letter of eligibility to apply to the Zoning Board of Appeals for a Comprehensive Permit. In the meantime, we are in the process of developing a Request for Proposals for a developer.

The Fire Station – Grange Development is nearing completion as well. We have completed our work with the architectural firm CSS Architects. However, in the process of working with CSS it became apparent the rehabilitation of the Grange would be more costly than a new building. Given this information, our committee met with the Community Preservation Committee to discuss this information. From the meeting it was clear that the Community Preservation Committee felt strongly that we should pursue the rehabilitation of the building rather than tearing it down and building a replica. With that information we advised CSS Architects to move forward with the rehabilitation design. We are now waiting for the Town Planner to complete the LIP application to be sent to the Department of Housing and Community Development for approval. In the meantime, we are in the process of developing the Request for Proposal for the developer.

We have reviewed 40B projects that have been brought to us for comment.



We were successful at last Town Meeting with an article for \$330,000 to provide more funds to the Housing Trust Committee for the first time home buyer program. Two families have purchased homes to date.

The LHP initiated a change in the Accessory Apartment Bylaw by lowering the number of years one must wait to apply for an apartment from five years to one year. The article was voted successfully at Town Meeting.

The Committee would like to thank Richard MacDonald, Town Manager, Scott Lambiase, Director of Inspectional Services and Tom Broadrick, Town Planner for their support and assistance over the year.

Respectfully submitted on behalf of the Committee,  
Diane Bartlett, Chair of Local Housing Partnership

## Municipal Commission on Disability

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The purpose of the Duxbury Municipal Commission on Disabilities is to advocate for the disabled people in Duxbury. We meet the first Wednesday of each month, except for July and August, at the Senior Center at 7pm. Any interested person is welcome to attend our meetings.

Not many municipal building projects were started this fiscal year. The Tarkiln School was finished. The fire station and police station will be started in fiscal 2012.

We were very saddened by the sudden death of our long time member, Joe Shea. He is greatly missed by all of us.

Respectfully submitted,  
Pat Randall, Chair  
Patty Cristoforo, Marcia Solberg, Jerry Nightingale, Rei Kock, and our new member, Linda Garrity  
In Memoriam Joe Shea

## Veterans' Services

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The Duxbury office of Veterans' Services continues to serve Veterans, their spouses and/or dependents by counseling, advising, and assisting in procuring Federal and State benefits or entitlements for which they may be eligible. On the State and Local levels, we seek benefits for financial assistance; medical treatments; fuel assistance; tax abatements; housing; employment and counseling to those that are qualified under MGL: Chapter 115. The program is 75% reimbursable back to Duxbury.

The process may require appointments at the office or the client's home, or the JFK building in Boston, and at VA Hospitals in order to verify and justify eligibility. An investigation of assets

or other sources of income is performed to seek alternative sources such as Social Security, Social Security disability, and VA pensions for which the Veteran and/or spouse and dependents may be eligible. This investigation helps limit the financial exposure to the Town and the State. The Federal Government does not automatically grant benefits to Veterans. Veterans must apply for benefits. The Veterans' Service Officer also visits hospitalized Veterans and those in nursing homes and eldercare facilities.

Our department also provides assistance in obtaining federal benefits such as service-connected disabilities, non-service pensions, enrollment in the VA Healthcare System and educational benefits. We provide Veterans and dependents assistance in obtaining military records, replacement of medals and ordering grave markers. The office supports town activities such as Memorial Day and Veterans Day.

The needs are growing very fast in today's post-Iraq conflict and continue in Afghanistan with Veterans arriving home to a very poor economy and needing transitional benefits such as employment training, job search, medical care and housing assistance.

Our office is located in the Senior Center off Mayflower Street. It has discreet and excellent ground-level and elevator access for older or handicapped Veterans, their spouses and dependents.

Effective May 10, 2011, I was appointed Veterans' Service Officer. I also serve as VSO in Hanover and travel between the two towns based on need. This continues the tradition of the "district" between Duxbury and Hanover.

Respectfully submitted,

Michael J. Thorp  
Veterans' Service Officer

# Land Use & Resource Preservation



Agricultural Commission

Alternative Energy Committee

Beach Committee

Community Preservation Committee

Conservation Commission

Duxbury Bay Management Commission

Historical Commission

Inspectional Services Department

- Board of Health
- Building
- Design Review Board
- Weights & Measures

Open Space & Recreation Committee

Planning Board

Sidewalk & Bike Path Committee

Shellfish Advisory Committee

Tarkiln Committee

Town Building Committee



# Town Historian

## Agricultural Commission

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The Duxbury Agricultural Commission (DAC) welcomed the DAR sponsored Bill#751, giving small plot farming the same tax profile as larger farms, signed into law by Governor Patrick. DAC, together with the Duxbury Conservation Commission, brought an article to town meeting to expand Bay Farm Field to allow a co-use with agriculture and recreation. The commission will be monitoring ways to expand Agriculture in 2012.

Respectfully submitted,  
Jeffrey Chandler, Chairman

## Alternative Energy Committee

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The Duxbury Alternative Energy Committee consists of eleven appointed members. They are:

Jim Goldenberg, (Chair) Andre Martecchini, Leslie Lawrence, Lynn Smith, John Doherty, Josh Cutler, John Murdock, Donald Greenbaum, Tom Burton, Sandy Von Stackelberg and Cliff Bockard. (Christopher Donato -Selectmen's Liaison) Meetings are joined regularly by Tom Broadrick, Duxbury Town Planner.

In January of this year, three new members were appointed to the committee, Tom Burton, Sandy Von Stackelberg and Cliff Bockard. In addition, Jim Goldenberg became committee chair.

The Committee has listened to, evaluated, and considered several alternative energy technologies, some of which are being considered for possible future capital building projects. Alternative energy saving technologies being considered by the Committee for applicability to the Town range from distributed on-site power generation, net metered PV solar development and community wind opportunities. We have had numerous presentations from experts and companies involved with each of the above mentioned technologies. As with many new technologies, some have a lot of promise for the correct application, especially if State or Federal grants can be leveraged to help advance project pay-backs. The Committee continues to explore possible avenues for such grants.

### **Community Wind Initiative**

At the end of last year, the Committee applied for and received a grant from the Massachusetts Clean Energy Center for \$65,000.00 to fund a full feasibility study for a community scale wind turbine project. This year, the committee selected Sustainable Energy Developments Inc., (SED) from Ontario, NY, to perform the feasibility study. SED evaluated the conclusions of the Preliminary Survey of Potential Wind Project Sites study that was done for the town in 2009 and narrowed its focus to three potential wind development sites. It then studied the various considerations including wind resource, interconnection issues, potential negative impacts such as aesthetics, noise and flicker, construction costs and operating economics. The conclusions of the study are expected in late 2011.

**Figure 1-4 Recommended Wind Turbine Locations**



### **Landfill solar array**

This year, the Committee formed a solar subcommittee consisting of Jim Goldenberg, Josh Cutler, Lynn Smith, Don Greenbaum and Tom Broadrick. The purpose of the subcommittee is to explore the feasibility of a ground mounted solar array on the capped landfill located adjacent to the transfer station. After having several solar development companies visit the site and discuss the potential project with the committee, it was decided to prepare a Request For Qualifications solicitation to the solar development industry in Massachusetts. The goal of the RFQ process is to be able to select a solar firm that would have the capability to build, own and operate a solar system on the site and sell the electricity to the town at a discount. The RFQ will be made public in the fall of 2011.



The green shaded portion is the approximate boundary of the capped landfill area. The entire parcel outlined in red is 18.99 acres.



Meetings were held at least once a month during which presentations were made by various wind developers, solar developers and other experts on methods of developing and financing alternative energy projects. The Committee also attended multiple meetings during the year with Selectman and various town officials to keep them abreast of our activities, warrants, grant applications and efforts to make Duxbury a more energy efficient, "green community".

Some of the specific activities of the Committee during fiscal 2011 included the following:

- Met with Brad Hunter of Nexamp Inc. to discuss feasibility of solar panel installation on several town owned buildings.
- Met with Andrew Stern of Vayu Power to discuss wind turbine financing and development in Massachusetts
- Met with Kevin Schulte of Sustainable Energy Developments Inc. to discuss the feasibility study for the potential community wind turbine development.
- Presentation from Matt Vanderbrook of Sustainable Energy Developments Inc. regarding the scope of the feasibility study.
- Met with Douglas Gay of True Light Energy to discuss potential ways in which the town might be able to reduce its energy cost through energy procurement management.
- Met with Omay Elphick of Alteris Renewables to discuss potential to develop a solar facility on the landfill and best approaches to choosing a developer.

The Committee's final meeting of the fiscal year was a presentation to the community of a status update and initial findings of the wind feasibility study. Several more public meetings are planned for the balance of 2011.

The Committee will continue to explore other alternative, energy saving technologies and make recommendations to the Selectmen as applicable opportunities arise.

Respectfully submitted,  
Jim Goldenberg, Chairman

## Beach Committee

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The Duxbury Beach Committee consists of twelve members, including the Chief of Police, the Harbormaster and the Conservation Administrator, three designees of the Duxbury Beach Reservation, Inc., and six members at large. The Committee was created to provide advice to the Board of Selectmen, the Town Manager, the Finance Committee and any other relevant town



agency, on the use and management of the town leased portion of the beach and on the safe, sanitary and enjoyable use of the beach for recreation.

During the FY 2011, the Committee met once for a general discussion of the beach.

Respectfully Submitted,  
Susan Rourke, Chair

## Community Preservation Committee

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### **About the Act and Sources of Funds**

The Community Preservation Act is a state statute that enables Duxbury to address growth and development which place demands on our schools, services, and resources. It's an important financial resource for the protection of open space which is essential for groundwater protection and preserves scenic vistas, wildlife habitat and farmland. It allows for the preservation and restoration of our unique historic features and resources. Furthermore, it provides funding for the development and reuse of buildings and the purchase of land for affordable housing for elderly, young families and handicapped adults. CPA funds may also be used for recreational purposes (with certain restrictions).

Duxbury elected to adopt the full 3% surcharge in 2001, enabling us to receive funds from additional rounds of funding from the State Trust Fund. The money in the State Trust Fund is derived from fees at the Registry of Deeds when real estate transactions are filed. In 2002 the voters approved an exemption to the CPA surcharge for property owned and occupied as a domicile by a person who qualifies for low income housing or low to moderate income senior housing.

The Act mandates that 10% of all receipts must be dedicated to each of the three purposes: open space, historic preservation and affordable housing. The money does not have to be spent within that year; it can be banked for future use. Only 5% of all receipts may be spent on administrative purposes and money remaining in that account is returned to the CPA General Fund each year.

The Community Preservation Committee is charged with implementing the Act and making recommendations for town meeting approval for the funding of eligible projects. It is comprised of seven members who represent the Conservation Commission, Planning Board, Open Space & Recreation Committee, Historical Commission and the Housing Authority. Two members serve as members at large. The CPC makes its determinations in alignment with the Open Space, Planning, Housing and Historical planning documents; reviews proposals with a list of criteria developed by the Committee; receives input from the Selectmen and town boards; and holds at least one public informational meeting before it makes its final recommendations to Town Meeting.

## **Fiscal Year 2011**

CPA surcharge receipts for Fiscal Year 2011 were \$1,204,244. The median home in Duxbury paid a CPA surcharge of \$182. The state match in October 2010 was \$355,197, representing a 29% match, reflecting the lackluster economy. Duxbury's commitment to the 3% surcharge made it eligible for multiple rounds of funding.

Since 2002, the Duxbury CPA fund has received \$9.2 million from surcharge receipts, \$7.4 million in state matching funds, and \$5 million in state and federal grants and donations for projects totaling over \$20 million. The beauty of the CPA program is that many of the projects attract volunteers who have built housing, restored buildings and monuments, raised funds, and cleared open space.



**Tarkiln Schoolhouse**

In January, 2011 Tarkiln (c. 1871, listed on the National Register of Historic Places) was opened to the public; demonstrating the fine work that went into its restoration. The building is a testament to the dedication of the Tarkiln Committee, the Friends of Tarkiln, and the many volunteers and craftsmen that donated their time, money and services.

Crossroads for Kids, Inc. made progress with the restoration of the Isaac Keene Barn (c. 1870) at Camp Wing. The perimeter of the barn was prepped for the pouring of new concrete footings and architectural drawings were on display at an open house. The First Parish Church (c. 1840, listed on the National Register of Historic Places) completed restoration on 4 of its 14 windows.

The Homeownership Program received applications from first time home buyers. Local Initiative Project applications are being prepared for the Grange (c. 1884) and Temple Street Housing projects. The Local Housing Partnership met with the CPC to discuss the progress with the Grange and unanticipated costs due to revisions in the State Building Code. The LHP will continue with the development of plans and specifications and include in the RFP a request that bidders submit proposals for both the cost of renovation and cost for reconstruction. The CPC has the option to recommend reuse of the building or construction of a new building, yet



recognizes the important role that the Grange played in the town's history and its contribution to its historic character.



**The Grange**

### **2011 Annual Town Meeting Articles**

At the 2011 annual town meeting the voters approved the FY 2012 CPC operating budget of \$80,500 and the 10% allocation for the purposes of Open Space, Community Housing and Historic Preservation in the sum of \$483,000 or \$161,000 for each purpose. Unused money in the operating budget goes back to the town's CPA General Fund at the end of each fiscal year.

The voters approved **Article 21** for the appropriation of \$250,000 for the restoration of the Old Town Hall (c. 1840). The building is one of three Greek Revival buildings on the hill. The roof will be replaced and work will be done on the facades and foundation.

The voters also approved **Article 22** for the appropriation of \$30,000 for the restoration of the Keene Mill Foundation at the intersection of Temple and Keene Streets. This property was acquired with the Camp Wing acquisition in 2009. The granite foundation is the remnant of an 18<sup>th</sup> century mill which had an up and down saw used for the construction of cranberry boxes for the 5C Cranberry Co. Granite walls have collapsed in some areas, but it is an impressive structure that is now visible, thanks to the DPW's clearing of overgrowth.

**Article 23** was approved for the \$58,000 restoration of 215 gravestones at the Mayflower Cemetery and Standish Burial Grounds (one of the oldest maintained cemeteries in the country). Many of the gravestones had been previously repaired with techniques and materials that are now deemed damaging.

**Article 24** was approved for the purchase of the 5 acre Blairhaven Retreat from the New Church Union for \$3 million (\$800,000 to be borrowed short term) plus \$150,000 for ancillary costs. The property is to be used as a park for passive recreation and to improve access to the waterfront for the residents of Duxbury. The property is comprised of two undeveloped lots on Crescent Street and a 2.83 acre waterfront lot containing three buildings: a retreat center with an



outdoor chapel, a caretaker's cottage and a garage. The 390 feet of frontage on Kingston Bay is rocky and tidal and the property is adjacent to the Howland's Landing.

Initially the Article did not receive the requisite two-thirds vote and failed by a vote of 389 in favor to 209 opposed. A Motion was made and seconded to Reconsider Article 24 and this Motion was approved. A third Motion was made to move the question and this Motion was approved by the requisite two-thirds vote. Finally, a Motion to approve Article 24 was made and this Motion was approved by the requisite two-thirds vote of 302 in favor to 116 opposed.



**Blairhaven Waterfront Overlooking Kingston Bay**

As discussions with the Church became more earnest, the CPC realized the need for a committee to review all possible uses of Blairhaven and its three buildings. Prior to Town Meeting the Town Manager appointed a committee for the purpose of making recommendations to the Selectmen. Additional members from the Crescent Street neighborhood were added after town meeting.



**The Outdoor Chapel at Blairhaven**

**Article 25** was approved for the purchase of 29 acres of Koplovsky land on Summer St., including ancillary costs, for \$447,095. The property is comprised of two ponds, wetlands, and a 6.5 acre building lot. It is adjacent to the 155 acre Lansing Bennett Forest and designated as Priority Habitat for Rare Species and Estimated Habitat for Rare Wildlife in the Mass. Natural Heritage Atlas.

The CPC strives to achieve the goal that was put forth by the Land Acquisition Task Force in 2000. The Task Force recommended adoption of the CPA and that 30% of undeveloped land, or 1,500 acres, remain as open space in Duxbury for the protection of our groundwater, the historic character, and the quality of life that we enjoy in our town. Voters have approved the expenditure of \$11.4 million (76% of all CPA expenditures) for 541 acres. The challenges facing this task are the multi purposes of the Act; funding; real estate values; willing sellers; and most importantly, the commitment of the voters.

**Article 26** was approved for the appropriation of \$9,550 for a Donnegan System in the Town Clerk's office for the storage of historically significant records.

**Article 27** was approved for the appropriation of \$330,000 for the mortgage assistance program for affordable housing. This program was initially funded in 2009 and money is to be used to buy down mortgages, administration, and marketing. The purchased property will be deed restricted. The CPC closed out the 2010 article for the Recycling of Houses (moving affordable houses) as the Housing Assistance Program has been more successful.

### **Acknowledgements**

The Community Preservation Committee would like to express its appreciation to the many individuals who have contributed to the success of this program, including Selectmen Betsy Sullivan, Shawn Dahlen, and Christopher Donato; Town Manager Richard MacDonald; Finance Director John Madden and the Accounting Department; and Town Counsel Robert Troy. Special thanks to Pam Johnson and Conservation Administrator Joe Grady who oversee the administrative demand and to DPW Director Peter Buttkus who has done an outstanding job maintaining the lands and buildings preserved with CPA funds. The CPC would also like to recognize the Finance Committee and Fiscal Advisory Board, who undertake an annual review of all CPA projects being presented to the Annual Town Meeting. The CPC also appreciates the attendance of Frank Mangione, member of Fiscal Advisory, and George Wadsworth, member of Planning and Water Advisory Boards, for their contributions to the meetings.

Respectfully submitted,

John Bear, Chair (Planning Board)

Tony Kelso (Member at Large and Town Historian)

Brendan Keohan (Housing Authority and Local Housing Partnership)

Pat Loring, Vice Chair (Open Space Committee)

Holly Morris (Conservation Commission)

Sarianna Seewald (Member at Large)

Norman Tucker (Historical Commission)

**Community Preservation Funded Projects and Total Appropriations  
FY 2002 – FY 2012**

Project	Date FY	Historic	Open Space	Housing	Recreation	Total
Delano Farm	2002/2003		1,374,000	336,000		1,710,000
Congress St.	2002/2003		64,000	256,000		320,000
Hamadeh Property	2002/2003		115,000			115,000
Keene St. Playing Field	2002/2003				125,000	125,000
King Caesar Roof & Wharf	2002/2003	89,200				89,200
<b>Total FY 2002/2003</b>	<b>2002/2003</b>	<b>89,200</b>	<b>1,553,000</b>	<b>592,000</b>	<b>125,000</b>	<b>2,359,200</b>
Swanson Property	2004		76,000			76,000
Wright Building Analysis	2004	50,000				50,000
Conservation Fund	2004		100,000			100,000
Stewardship for Open Space Acquisitions	2004		32,479			32,479
<b>Total FY 2004</b>	<b>2004</b>	<b>50,000</b>	<b>208,479</b>			<b>258,479</b>
Town Graphic Information System	2005		13,800			13,800
Keene St. Playing Field	2005				71,500	71,500
Tarkiln Building Study	2005	35,000				35,000
Island Creek Historic Fish Ladder	2005		70,700			70,700
Historic O'Neil Dairy Farm	2005		1,550,000			1,550,000
Wright Building Plans and Specifications	2005	153,000				153,000
Jaycox Tree Farm	2005		620,000			620,000
<b>Total FY 2005</b>	<b>2005</b>	<b>188,000</b>	<b>2,254,500</b>		<b>71,500</b>	<b>2,514,000</b>
Wright Building Reconstruction	2006	2,947,343				2,947,343
Bluefish River Firehouse	2006	9,800				9,800
Town Green Irrigation	2006		23,000			23,000
Jaycox Legal Expenses	2006		8,000			8,000
<b>Total FY 2006</b>	<b>2006</b>	<b>2,957,143</b>	<b>31,000</b>			<b>2,988,143</b>
Island Creek Historic Fish Ladder	2007		35,000			35,000
Round Pond & O'Brien Cranberry Bogs	2007		281,000			281,000
Nudd Bog	2007		237,000			237,000



Project	Date FY	Historic	Open Space	Housing	Recreation	Total
Housing Consultant	2007			30,000		30,000
Alden House Window Restoration	2007	30,000				30,000
<i>Total FY 2007</i>	<b>2007</b>	<b>30,000</b>	<b>553,000</b>	<b>30,000</b>		<b>613,000</b>
Historic Survey	2008	6,000				6,000
DHS Playing Field, Site Work/Drainage	2008				500,000	500,000
Tarkiln Plans & Specifications	2008	125,000				125,000
<i>Total FY 2008</i>	<b>2008</b>	<b>131,000</b>			<b>500,000</b>	<b>631,000</b>
Grange Purchase	2009			70,000		70,000
Homeownership Prg.	2009			500,000		500,000
Berrybrook Fields	2009		2,163,000			2,163,000
Camp Wing Open Space & Housing Land	2009		815,000	225,000		1,040,000
<i>Total FY 2009</i>	<b>2009</b>		<b>2,978,000</b>	<b>795,000</b>		<b>3,773,000</b>
Camp Wing Housing Plans & Specifications	2010			50,000		50,000
Recycling of Houses	2010			100,000		100,000
Tarkiln Partial Restoration	2010	435,720				435,720
Historic Survey	2010	9,000				9,000
WWI Memorial Restoration	2010	75,000				75,000
Conservation Fund	2010		77,450			77,450
<i>Total FY 2010</i>	<b>2010</b>	<b>519,720</b>	<b>77,450</b>	<b>150,000</b>		<b>747,170</b>
Grange Housing Project	2011			150,000		150,000
Congress St. Cranberry Bogs	Date FY	Historic	Open Space	Housing	Recreation	Total
Camp Wing Issac Keene Barn	2011	85,000	162,000			162,000
Historic Survey	2011	55,000				55,000
First Parish Windows	2011	50,000				50,000
<i>Total FY 2011</i>	<b>2011</b>	<b>190,000</b>	<b>162,000</b>	<b>150,000</b>		<b>502,000</b>
Old Town Hall Restoration	2012	250,000				250,000
Keene Mill Restoration	2012	30,000				30,000

Project	Date FY	Historic	Open Space	Housing	Recreation	Total
<i>Standish &amp; Mayflower Gravestone Restoration</i>	2012	58,000				58,000
<i>Blairhaven Land and Ancillary Costs</i>	2012		3,150,000			3,150,000
<i>Koplovsky Land Acquisition</i>	2012		447,095			447,095
<i>Town Clerk Record Filing System</i>	2012	9,550				9,550
<i>Homeownership Assistance Program</i>	2012			330,000		330,000
<b>Total FY 2012</b>	<b>2012</b>	<b>347,550</b>	<b>3,597,095</b>	<b>330,000</b>		<b>4,274,645</b>
<b>Combined Total FY 2002-2012</b>		<b>4,502,613</b>	<b>11,414,524</b>	<b>2,047,000</b>	<b>696,500</b>	<b>18,660,637</b>

## Conservation Commission

The role of the Conservation Commission is to administer the Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, s 40 and the Town of Duxbury Wetlands Protection Bylaw, Chapter 9 of the Town's General Bylaws, and related regulations. The purpose is to protect wetland resource areas and adjoining land areas by controlling activities deemed likely to have a significant or cumulative adverse effect upon protection of resource area values, including but not limited to the following: protection of public or private water supply; groundwater; flood control; erosion and sedimentation control; storm damage prevention, including coastal storm flowage; prevention of water pollution; fisheries, shellfish, wildlife habitat, rare species habitat, recreation, agriculture, aquaculture and aesthetics.

The role of the Conservation Commission not only includes wetland protection but land management and acquisition. In May, the Conservation Commission became the owner of a small parcel of land on Keene St. This 1.96 acre piece was sold to the Town in memory of Phillip Swanson, an open space advocate from Hingham. The Town also closed on the Crowell property off Congress Street. From that property, 43.35 acres will be deeded to the Conservation Commission which brings the total acreage of Commission holdings to 2,588.76 acres.

Mike Seigfried and Steve Ripley, student interns working on conservation land this season, left in July to start work in their field of study. Max Mello and Tyler Genereux were hired as replacement interns to perform regular land maintenance activities on town owned conservation land.



**Christmas Tree cutting at the Jaycox Tree Farm**

Another successful Christmas tree season took place at the Jaycox Tree Farm on December 4 and 5. A total of 218 trees were sold. With Phil Benjamin's assistance, a forest stewardship plan was completed for the 348-acre Lansing Bennett Forest with a \$4,594 grant from the State of Massachusetts. The plan will guide us in land management for this parcel.

The Massachusetts Department of Environmental Protection also awarded the Conservation Commission \$58,000 to further assess pollution sources from roadway drainage in the Kingston Bay area. The work is a continuing effort to identify and reduce pollution from entering into the Nook area of Kingston Bay. The hope is to end swimming beach closures and to open additional shellfish beds for harvest.

This year we banded the largest number of osprey chicks ever on the South Shore. With the help of Norman Smith from the Trailside Museum, a total of 26 chicks were banded on 12 poles between Quincy and Plymouth; 10 chicks were born in Duxbury. Since 1990 when the program began, 252 chicks have been banded on the South Shore.



**Bog off East Street, owned by the Duxbury Conservation Commission  
Harvested by the Doyle Cranberry Corp**



Sam Butcher and Thomas Gill, MD were reappointed to the Conservation Commission for an additional three years. They continue to dedicate volunteer time to conservation efforts in Duxbury.

The Conservation Commission wishes to thank the DPW Director Peter Buttkus, Ed Vickers, Jim Savonen, Bruce Duffy, and Bruce O'Neil from the Department of Public Works for their valuable assistance in maintaining the conservation areas in Duxbury.

Respectfully submitted,

Joseph Messina, Chairman

Thomas Gill III, Vice-Chairman

Samuel Butcher, Dianne Hearn, Barbara Kelley, Holly Morris, Corey Wisneski

## Duxbury Bay Management Commission

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The Duxbury Bay Management Commission (DBMC) consists of nine members appointed by the BOS and serving three year staggered terms. Members must have an interest in the Bay including but not limited to aquaculture, boating, commercial and not for profit waterfront users, ecology, shellfish and finfish or have experience that enhances the diversity of the Commission. The Commission is not a regulatory body, but instead serves in an advisory role for the BOS and to other Bay related committees and groups.



Oyster farmer's shack in Duxbury Bay

**Mission:** to implement and maintain a management plan that will enhance and preserve the ecological health, pristine waters, and natural beauty of Duxbury Bay for future generations while sustaining harmony among all its uses.

**Powers and duties:** Evaluate and review any proposed change in Bay use and access, inclusive of structures, and all Bay related issues requiring the action of the Board of Selectman (BOS), Duxbury Conservation Commission (DCC), Zoning Board of Appeals (ZBA), Planning Board (PB), Harbormasters Office and Board of Health (BOH) involving Coastal Resource Areas as

defined in M.G.L. c.131 S40 and the Town of Duxbury Wetlands Bylaw (Chapter 9 General By-Laws of the Town of Duxbury).

**FY2011 activities:** The Commission's principal activities during FY2011 were as follows:

- Completion of the first State of the Bay Report providing data collected over the past five years on water quality, bay use, and resource abundance and diversity.
- Finalized the Duxbury Bay storm plan.
- Continued work on an update of the 2005 Bay Management Plan.
- Worked with the Harbormaster Department to draft new guidelines for dinghy storage and identification.
- Supported acquisition and organization of Blairhaven property.
- Began work on surveying existing Ways to the Water and establishment of maintenance and identification guidelines.
- Provided comments on a variety of projects with the potential to affect the bay.
- Coordinated efforts with Corps of Engineers and other bay stakeholders in connection with maintenance dredging.

The Commission meets on the second Thursday of each month. Meetings are at the Senior Center and begin at 7:00 PM.

Respectfully submitted,  
Jon McGrath, Chair (6/30/11)

Commission Members and officers as of 6/30/11

Walter Amory	Skip Bennett	Jon McGrath
John Brawley-Clerk	Linda Brodie	Shawn Dahlen, BOS liaison
Sam Davenport	Chuck Leonard	
JR Kent	Joe Messina	

## Historical Commission

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### Survey of Historic Properties

June 2010 saw the completion of a fifth phase of Duxbury's Town-Wide Survey of Historic Properties sponsored by the Historical Commission and currently made possible by Duxbury Community Preservation Act funding. This phase saw an additional 29 town historic resources documented and evaluated and entered in the Massachusetts Historical Commission database.

With renewed funding from the CPA at 2010 Annual Town Meeting, a new three-year phase has begun with Architect and Preservation Consultant, Wendy Frontiero, under contract with the Town to perform this work. With a contracted consultant in place in late January of 2011, the Historical Commission worked to assess all those properties to be surveyed in all three years and identified those to be included in the first year. In early May, members of the Commission

conducted, with the Consultant and her Assistant, a town-wide drive-about to evaluate those properties chosen for inclusion. A list of some 45 properties was finalized and work began.

#### **Administration of the Town's "Demolition of Historically Significant Buildings By-Law"**

The Historical Commission received notice from the Inspectional Services Department regarding permits requested on 12 properties involving some degree of actual or potential demolition. During the year of this report, the Commission conducted 12 site visits, held two (2) Public Hearings on Applications for Demolition and imposed two (2) 6-month demolition delays.

Summary of actions taken by the Commission on 12 applications:

- 45 Summer Street: apart from age, did not meet By-Law criteria, complete demolition allowed.
- 735 Franklin Street: apart from age, did not meet criteria, complete demolition allowed
- 180 High Street: complete demolition request, Public Hearing held, 6-month delay imposed.
- 24 Standish Street: complete demolition request, Public Hearing held, 6-month delay imposed.
- 566 Bay Road: partial demolition allowed, extension of shed dormer and addition of window.
- 105 Washington Street: complete demolition, remains of minimal integrity, not original to site, demolition of shed garage allowed.
- 18 Puritan Road: demolition of barn/shed and rear ell allowed, not regulated by By-Law, partial demolition of main structure to allow for addition/expansion of interior space allowed.
- 27 Sunset Road: partial demolition, portion of structure impacted by addition of porch not regulated by By-Law.
- 18 Mullins Avenue: complete demolition, site visit conducted, no action necessary, house was saved from potential demolition through purchase.
- 254 West Street: partial demolition, site visit conducted, formal application not yet submitted.
- 31 Shipyard Lane: complete demolition, Commission voted for Public Hearing, resolution outside period being reported.
- 22 Mayflower Avenue: site visit conducted, resolution outside period being reported.

The Historical Commission herewith wishes to express its gratitude and appreciation for the cooperation and support of Scott Lambiase and the staff of the Inspectional Services Department of the Commission's efforts to administer the Demolition By-Law in a professional and effective manner. The assistance of other town departments and entities is also hereby duly noted.

#### **Other activities and efforts**

- The Historical Commission remains in continual communication with the Massachusetts Historical Commission and other state entities regarding any number of issues regarding public policy and matters affecting the Town of Duxbury. The Commission responds to requests for letters of opinion and/or support and, if deemed appropriate, will vote on matters within the Commission's purview.



- During the year, the Commission has worked to achieve an improved level of communication regarding the workings of the Demolition By-Law and the regulations and timelines contained therein.
- The Commission has revised its Mission Statement.
- Commission member, Leslie Lawrence, compiled a *History of Duxbury*, with input and suggestions from the all members which now appears in the **2011-12 Duxbury Telephone and Online Directory**.
- The Historical Commission also has representation on other committees such as the Local Historic District Committee and the Community Preservation Committee.
- The Commission meets on the third Thursday of each month. Unless otherwise noted, meetings are held in the Duxbury Town Hall, Lower Level, Small Meeting Room and begin at 7:00 PM.

Respectfully submitted,

Norman P. Tucker, Chair

*Commission Members:*

Robert (Terry) Vose, III, Vice-Chair

Laura Ricketson Doherty, Clerk

Retta (Lee) Adams

Leslie Lawrence

Lois M. McKeown

R.T. "Tag" Carpenter

James Nihan, Ex-Officio

## Inspectional Services Department

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The Inspectional Services Department offers this report for inclusion into the FY11 Town Report.

The report includes the breakdown of the **1,877** permits issued by the Department.

Permitting has been consistent with the previous year's numbers and we continue to update and add features to our website and Contractor's Information Center.

Once again, I thank my staff for their commitment to their duties and their support to me and to the Zoning Board of Appeals, the Health Department, the Historical Commission and the Design Review Board.

I would also like to thank the Town Manager and the Board of Selectmen for their continued support.

Respectfully submitted,

Scott J. Lambiase

Director of Inspectional Services

## Board of Health

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The Duxbury Board of Health consists of five members appointed for three-year terms by the Selectmen. The Board of Health's duties relative to the protection of public health, the control of disease, the promotion of sanitary living conditions and the protection of the environment include: enforcement of State Sanitary Codes, as well as smoking rules and regulations, oversight of the permitting for septic systems, restaurants, semi-public and public swimming pools, beaches and recreational camps for children.

The Board of Health retained its current membership with Dr. David Brumley as Chairman and Clinton Watson as Vice Chairman. Clint Watson was reappointed for additional three-year term. Board Members continue to actively participate as Board of Health liaisons on other local committees and boards.

The Duxbury Bay Area Regional Medical Reserve Corps (MRC), a partnership between Duxbury, Hanson, Marshfield, Pembroke and Whitman, is a group of concerned residents with clinical or administrative skills who will assist the towns' health departments and other responders in a local, large-scale public health emergency. These volunteers also help at regular public health services/events such as triathlons and the H1N1 flu clinics. MRC members attend trainings and occasionally engage in drills to reinforce the training they received.

During the period of July 1, 2010 through June 30, 2011, the Board received and granted eighteen (18) requests for variances to Duxbury Supplementary Rules & Regulations and Title 5; and, approved a Green Burial Site @ St. John's Church on Washington Street.

The Massachusetts Department of Public Health placed an intern studying Community Health Nursing at Worcester State College Graduate School with the Board of Health Office. The intern submitted several press releases and disseminated information to our residents focusing on educating the public about prevention and awareness. The Board continues to serve by collecting and disseminating information on communicable disease to the schools and community. Our goal is to help the community of Duxbury prevent, prepare for and respond to disasters, pressing public health needs and emergencies of all kinds.

Respectfully submitted,  
Dr. David Brumley, Chairman  
Clinton Watson, Vice Chairman  
Jerry Janousek  
Bruce Bygate  
Karen Tepper

**BOH Permits Issued:**

Disposal System Construction Permits	
New Systems	67
Repairs of Existing Systems	31
Percolation Tests	52
Installers Permits	39
Septage Haulers Permits	18
Solid Waste Permits	6
Food Establishment Permits	46
Miscellaneous Food Permits	
(includes farmers market, milk & cream, catering, bakery, etc.)	704
Miscellaneous Health Permits:	88
(includes camps, swimming pools, tanning facilities, barns, dumpsters, wells, tobacco)	
<b>TOTAL Board of Health Permits</b>	<b>417</b>

<b>Building Permits Issued:</b>	<b>Total No.</b>	<b>Estimate</b>
Attached Garage	4	\$915,940
Demolitions	17	\$252,000
Detached Garages - Residential	5	\$415,950
Fences	5	\$136,800
Foundations	8	\$142,500
Home Occupation	1	
Mechanical	6	\$36,450
Non-Residential Additions/Alterations	15	\$3,567,721
Pergola	1	\$4,000
Portable Toilets	22	
Quick Permits	186	\$1,617,139
Residential Accessory Buildings	10	\$230,753
Residential Additions/Alterations	153	\$6,187,449
Retaining Walls	3	\$73,125
Sign Permits	11	
Single Family Houses	7	\$2,180,500
Solar Panels	2	\$26,800
Swimming Pools	9	\$236,300
Temporary Trailer	2	\$37,000
Tennis Courts	1	\$30,000
Trench Permits	110	
Wood and/or Coal Stove Permits	18	\$105,700
Zoning Permits	17	\$58,900
Electrical Permits	334	
Plumbing/Gas Permits	513	
<b>TOTAL Building Permits:</b>	<b>1460</b>	<b>\$16,254,027</b>



## INSPECTIONAL SERVICES FEES COLLECTED

Board of Appeals-Fees	\$5,850
Board of Health	\$65,183
Building	\$147,837
Copies	\$1,374
Plumbing/Gas	\$36,491
Weights and Measures	\$2,627
Wiring	\$22,280
<b>TOTAL</b>	<b>\$281,642</b>

## Design Review Board

The Design Review Board, with five members and two alternates appointed by the Selectmen, meets the fourth Tuesday of each month and makes recommendations on special permits to the Zoning Board of Appeals. Before an application for a special permit is heard by the ZBA, the Design Review Board examines the application and evaluates the design, considering scale, mass, proportion, roof lines, and materials.

Special permits govern renovations or additions to residences deemed "non-conforming" because they are on non-conforming lots and do not meet setback requirements. We also review applications for commercial buildings and for large "40 B" projects. Finally, we review changes proposed for homes within "cluster zones".

If the application or proposal is for an addition, we consider compatibility with the existing structure, how the addition will harmonize with the neighborhood and how the streetscape is affected. We also consider what the impact will be on the neighbors. If the proposal is for new construction, we apply the same principles. If we think a design needs some alterations in order to improve it, after some study we offer suggestions as how they can be done.

During the past year of 2010 we examined 21 applications for special permits.

Respectfully submitted,  
Sarah McCormick, Chair  
Judy Hall  
Nancy Johnson  
Robert Mustard

Steve Williams  
Alternate: Sue Bourget

## Weights & Measures

The sealer makes determinations between the two parties based on the laws and regulations written in Handbook 44, which has been accepted by the Commonwealth of Massachusetts.

To the Town of Duxbury Residents:

It has been my privilege to serve as your Sealer of Weights and Measures for the last six years. This has been a rewarding experience, servicing both buyers and sellers in Duxbury. I want to thank all of the various town employees for their cooperation, especially the Department of Inspectional Services and their director, Scott Lambiase.

Sincerely,  
Harold Tuttle

## Open Space & Recreation Committee

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The Open Space Committee makes the following report of activities/changes in FY 2011:

- Open Space Committee members participated in the O'Neill Farm Day. Jacques Pelletier and I did the barbequing for the day.
- The Open Space Committee ran its annual Fall Foliage Festival in October. Committee members were out on several trails with maps to guide people over the trails and to introduce them to our wonderful trails system.
- Open Space Committee members with the help of the Town DPW cleared brush and debris from the Swanson Meadow.
- Chairman Paul Costello was selected to attend the Keystone Project at the Harvard Forest in Petersham, Ma. It is put on by the University of Massachusetts Forestry Dept. It was 4 days of lectures and field work. He received a bounty of books, handouts and contacts. When he returned he made a report to the Open Space Committee and the Conservation Commission. The main topic of this conference was forest management.
- Committee members volunteered to sell Christmas trees at the Jaycox tree farm.
- Open Space Committee members visited a conservation restriction site for inspection and to see if the guidelines were being followed.
- Committee members worked hard to educate folks on the CPC projects that pertain to Open Space.
- The Committee ran its annual Scavenger Hunt at Myles Standish Reservation. Over 20 families attended and were given prizes and refreshments, as well as picked up the area.

Respectfully submitted,  
Paul F. Costello, Chairman

## Planning Board

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**The Duxbury Planning Board**

*Pictured (top row L-R): Josh Cutler, Brian Glennon, George Wadsworth, John Bear;  
(front row L-R): Jennifer Turcotte, Amy MacNab, Cynthia Ladd-Fiorini.*

The Duxbury Planning Board hit the ground running at the beginning of fiscal year 2011, approving two Definitive Subdivisions and one Residential Conservation Cluster. The Definitive Subdivision projects were small in scale, resulting in a net total of only three new lots combined. The Residential Conservation Cluster, which was withdrawn during the Definitive Subdivision process, would have created six lots off of Bow Street, triggering the Inclusionary Housing Bylaw. Five Approval Not Required plans were endorsed, most simply selling portions of land to abutting properties, with no net increase in the number of buildable lots.

The Planning Board reviewed and approved a total of five Administrative Site Plan Review projects during the year. Among the approvals were one new cell tower on a residential lot and one modification of a previously approved cell tower. The Board also approved a proposed parking lot on the corner of Washington Street and Mattakeesett Court that would expand private parking for the Duxbury Yacht Club. Two municipal projects were approved: one to expand the Central Fire Station on Tremont Street, and the other to construct a new crematory at Mayflower Cemetery.

The Planning Board actively participated in Annual Town Meeting 2011, sponsoring six warrant articles. The Board continues to seek reinforcement of regulations that preclude multiple dwellings on a lot, although local builders and designers are among the strong proponents of guest houses that serve temporary visitors. Toward the end of the fiscal year the Board of Selectmen put together a Zoning Bylaw Review Committee to review any inconsistencies in the Zoning Bylaws, and the Board has appointed a representative, George Wadsworth, and looks forward to participating in the review process.

The Planning Board welcomed two new members during the past fiscal year. In March 2011 Brian Glennon was elected to fill the unexpired term of Harold Moody until 2013, and Jennifer



Turcotte was elected to a five-year term after Brendan Halligan fulfilled his five-year term with the Board. The Board wishes to extend its sincere appreciation to Brendan and Harold for their dedication and high level of professionalism during their tenures. All Planning Board officers were re-elected, with Amy MacNab as Chairman, George Wadsworth as Vice-Chairman, and Cynthia Ladd Fiorini serving as Clerk.

Board members continue to actively participate as Planning Board representatives on other local and regional committees and/or boards: Affordable Housing Trust, Alternative Energy Committee, Community Preservation Committee, Economic Advisory Committee, Land Use Group, Local Housing Partnership, Metropolitan Area Planning Council – South Shore Coalition, Massachusetts Bay Transit Authority Advisory Board, the Open Space and Recreation Committee, and the Zoning Bylaw Review Committee.

In addition to its primary work with the Planning Board, the Planning Department also serves as limited staff for the Economic Advisory Committee, Local Housing Partnership, Local Historic District Committee, Zoning Bylaw Review Committee, and Alternative Energy Committee.

Looking ahead to the coming fiscal year, the Planning Board will be utilizing U.S. census data released during this past year in order to recalculate a build-out analysis for an update to the town's 1999 Comprehensive Plan. This analysis will guide the town's focus toward the future and provide a basis for maintaining Duxbury's charming rural and historic character.

The Board would like to thank Thomas Broadrick, Planning Director, and Diane Grant, Administrative Assistant, for their support during the past fiscal year, and town residents for their continued participation and input. In the coming year, as always, the Planning Board looks forward to serving the best interests of the residents of the Town of Duxbury.

Planning Board members:

Amy M. MacNab, Chair  
George D. Wadsworth, Vice-Chair  
Cynthia Ladd Fiorini, Clerk  
John P. Bear

Josh Cutler  
Brian E. Glennon II  
Jennifer Turcotte

## Sidewalk & Bike Path Committee

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We continue to meet the first Tuesday of every month at 7:30 PM at the Senior Center. Our agenda continues to be to expand and enhance the network of sidewalks and bike paths in Duxbury. We are under the belief that having more sidewalks and bike paths would promote safety, provide a mode of transportation that is environmentally-friendly, create a sense of community, enhance commerce and add to the allure of our town.

Issues that we discussed during the year noted above were as follows:

- Proposed locations for sidewalk/bike paths; we considered and continue to consider the best location to build sidewalks/bike paths using the following criteria:

- congestion - would it be beneficial for safety reasons
- feasibility - would abutting property owners be receptive and would construction be reasonable
- cost - would project be cost efficient

Several locations have been discussed and the committee is hopes to target a project shortly.

The committee also began the process of having long-term goals/plans organized.

In May of the reported year the Committee organized and ran what we called "The Green Mile"- A ride/walk event down Washington Street from the Student Union. The Green Mile was in conjunction with MassBike week that builds awareness for safe riding in Massachusetts. Several vendors donated items and the event was a huge success.

The committee also researched several funding options that may or may not be available to them. Several state and federal agencies have grants that a sidewalk/bike path may qualify for and all are being thoroughly researched.

The committee continues to welcome any and all citizens for their input and suggestions.

Peter Sullivan, Chairman

## Shellfish Advisory Committee

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There continues in place a moratorium on the granting of new aquaculture licenses. Aquaculture rules and regulations are in the process of being updated.

## Tarkiln Committee

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The Tarkiln Community Center is a town-owned historic building located at 245 Summer Street. Tarkiln consists of two one-room schoolhouses, the first of which was constructed in 1871 and the second in 1908, with a connector building constructed in 1925 to provide central heating and indoor plumbing. The Tarkiln property also includes two tennis courts and two little-league baseball fields which were constructed in the 1930s as part of the Works Projects Administration.

Tarkiln was operated by the Duxbury school department from 1871 until 1949. After closing as a school in 1949, the building was operated as a community center under the auspices of the Tarkiln Trustees with the support of the Tarkiln Neighborhood Association. The buildings were closed due to storm damage in 2006.

As of July 1 2010, the CPC-funded Tarkiln Partial Restoration project was well underway. Campbell construction of Peabody completed their work in September.

In August the Interior Department of the U.S. Federal Government accepted the Tarkiln Twin Schoolhouses into the National Register of Historic Places as a National Historic Landmark. Members of the Duxbury Historical Commission and the Tarkiln Committee were instrumental in accomplishing this goal.

In the fall, a significant amount interior finish work and several regulatory compliance tasks required to open the building were performed by the Sheehan family with support from the Friends of Tarkiln. Their exceptional personal effort carried the Tarkiln Partial Restoration project over the finish line.

Other notable contributions to the restoration included a high durability epoxy floor donated by Duomar Corporation. The epoxy flooring was installed in the 1925 connector by the Friends of Tarkiln. Also, Linda Kucera of Hingham performed a meticulous restoration of the original large double-hung windows in the 1871 South Hall. As a result of the window restoration project, the full set of 5 magnificent windows lining the south wall of the building were rendered fully operable, with exterior storm windows for energy efficiency installed by Campbell Construction.

The building was officially reopened to the public in a well-attended ceremony on January 8<sup>th</sup> 2011. Activities at the building commenced the very next weekend with meetings, classes, and parties large and small.

In the spring Sustainable Duxbury donated trees for the front yard which the Town installed. The town replanted grass in the front yard, installed drywells to resolve exterior drainage issues around the building, and installed a split rail fence around the front yard.

As of June 30, 2011 the Recreation Department was signing up renters for the Tarkiln Twin Schoolhouses such as community organizations holding meetings, dance classes, and other private activities on most days of the week. Utilization was continuing to gradually increase.

The Tarkiln Committee's charter was allowed to expire on June 30, 2011 as the goal of the Committee had been accomplished. The Friends of Tarkiln continued to support this valuable public resource for the Town of Duxbury, having established a fundraising drive with the goal of finishing the restoration of the kitchen to restore Tarkiln's full capabilities.

Respectfully submitted,  
Tarkiln Committee:

R. Taggart Carpenter, Chair  
Richard Cowen  
Robert C. Vose, III

## Town Building Committee

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The Town Building Committee was appointed by the Town Manager to work with the DPW Director to help in developing and overseeing the Town's building and maintenance projects. The Committee members represent professionals with Engineering, Architectural and



Construction backgrounds. In addition the DPW and Inspectional Services Directors are ad hoc members.

The Committee is not a substitute for any individual Building Committee, such as the School, Public Safety and Crematory Committees that are currently working on specific building projects. We have met with each of the Committees and the professional expertise of the Town Building Committee is available if requested.

Over the next year, the Committee is looking at the establishment of a Facilities Manager position for the Town. The person hired to fill the position will have as one objective the responsibility of creating a Town Building maintenance and replacement plan. The Committee will also be working with the DPW Director in putting together a plan for a new Town DPW Garage/Building.

Respectfully,  
F. Mangione, Chair

## Town Historian

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A fun aspect of a Town Historian is helping to recover the lost history of buildings and landscapes of current town projects.

I was fortunate to work on several projects this past year for the town of Duxbury- the story of the landscape of the new town park off Crescent Street at what was known as Blairhaven, and the history of the Old Town Hall building as it got a much needed renovation.

The land of Blairhaven has a history as far back as Myles Standish, when it was the first part of his farm sold off in 1740s. The Drew family started an early shipyard there, being convenient to the lumber of Captain's Hill and the deep-water channel on that side of the hill. The shipyard lasted for over a hundred years, yet the only visual reminders today are a fieldstone cellar hole that marks the site of one of the Drew houses, that stood until 1928. After 1870 it also became the landing for the stone for the building of Myles Standish Monument, as well as part of a scheme that never became reality of a spur of a railroad and a wharf for a steamer to Provincetown.

After 1900 the land became the summer estate of Samuel Howland of Brockton, for whom Howland's Landing was named. After his death in 1932 the land and buildings became the summer retreat and camp for the Mass. New Union Church who named it Blairhaven after a benefactor. The stunning sloping bayside site is now entering a new era in the 21<sup>st</sup> century as a quiet seaside park for all to enjoy.

Old Town Hall is such a part of our hometown landscape that we have almost forgotten what a perfect example of a Greek Revival building it is. It was built in 1840, originally called the Town House, and was the first building of the three that included the First Parish Church (1841) and Partridge Academy (1844). It was completed under budget and on time, which even then was a

remarkable feat for a town project. The deliberation even included the discarded idea of moving the older Third Meetinghouse off its original site next door and turning that into a Town Hall.

From 1840 to 1927, town meetings were held there, but it was also a true community center and performing arts center of its time, as everything from traveling performers, to fairs, to gatherings of all kinds for many groups were held there. Later it served as a youth center, before its present function as office space for the Town Manager and the Selectmen.

The mystery of the Old Town Hall continues to be its architect. Clearly it was someone with an excellent eye and plan for a perfectly proportioned building. My guess to its creator is Whittemore Peterson of Ashdod (1784-1862), an unsung and largely unknown Duxbury resident who is credited with designing and building more than seventy church and other civic buildings throughout Plymouth County during his lifetime. He was underappreciated even in his own time for his clear sense of what makes a civic building shine. As Old Town Hall gets reborn, we can once again appreciate the eye and hand that created the gem of the Town House 171 years ago.

As we close out the year 2010/11, we can also look forward to the coming town-wide celebration of Duxbury's 375<sup>th</sup> year of incorporation that will be a highlight of the year 2012.

Respectfully submitted,  
Tony Kelso  
Town Historian



**Old Town Hall, circa 1910**

# Library & Schools



Duxbury Free Library  
School Superintendent



## Duxbury Free Library

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FY2011 was a momentous year in library history. Long-time Director Elaine Winkvist retired on January 7, 2011. The beautiful gardens, the wide array of programs and services, an adequately compensated staff, and successful collaboration with the schools, and cultural and historical organizations are a tribute to her professionalism and dedication to the Duxbury Free Library. Elaine's ability to build bridges and embrace change has contributed to the remarkable use of the library by a wide spectrum of residents. The library is a community destination and Elaine did a great deal to enhance its appeal. Elaine's retirement initiated some internal staff shifting. A search committee recommended Carol Jankowski to the Board of Trustees and the Town Manager as the top candidate for Director. Denise Garvin, formerly of the Reference Department, was welcomed as the new Head of Circulation. Her former position was reduced by the town to 19 hours, and Suzanne Gunnerson now fills those shoes. It is hoped that this position will be restored to full time in the next fiscal year. Due to budgetary constraints, one library associate position remains unfilled in the circulation department and the library now shares one of our two custodians with the police department. This has resulted in a 12 hour reduction of custodial tasks and general building maintenance in our aging 40,000 square foot facility which is open six days a week, and seven days a week in the winter months.



Duxbury Free Library

This year, the library welcomed 194,427 visitors. Library staff circulated 247,909 items from our main desk and lent 35,701 items to other libraries. We answered 8,159 reference questions, held 259 children's programs, 161 young adult programs, and 68 adult programs. Overall attendance at these events was an impressive 10,314. During the school year, hundreds of students arrived at our doors between 2-3 pm and every seat and computer station filled within minutes.

The explosion of new technology and formats has broadened the scope of our collections. Through the OCLN consortium to which we belong, and our website, library patrons can now download eBooks to their personal reading and listening devices. The Duxbury Library also participates in Overdrive Advantage which provides quicker access to the most popular titles for our residents. Assistance with personal reading devices and downloading electronic content is provided in the Reference Department. The introductions and popularity of new formats such as *playaways* (self-contained books on mp3 players) and *views* (hand held video players with pre-loaded movies) are accompanied by the end of other collections, such as VHS and books on tape.

Ongoing program series include the monthly Poetry Circle, Sunday Salons and numerous author talks in conjunction with Westwinds Bookshop. New ownership at the local bookshop has reinvigorated literary programming. We also continue our collaboration with the Duxbury Rural and Historical Society which provides a rotating exhibit of historic fashion entitled *Threads From Duxbury's Past*. After five years of committed quality volunteerism, former Trustee Jim Mandrell, decided to end the stimulating and beloved Fourth Friday Film Series. Residents are still talking about the unique nature of the films and subsequent conversation; many still hope for another series to begin.



**Author Nancy Gertner with Carol Jankowski, Library Director,  
and Westwinds Bookshop representative  
Brooke McDonough with daughter Shea**

A unique digital history project took place at the library in October. Together with the Duxbury Rural and Historical Society, the Duxbury Interfaith Council and the Duxbury Senior Center, 67 people shared family images and stories of life in Duxbury for the Mass Memories Roadshow, an initiative of the Massachusetts Studies Project in the Archives & Special Collections Department of the Joseph P. Healey Library at University of Massachusetts Boston and co-sponsored by Mass Humanities. 47 participants were filmed. This historic film will eventually be aired on PAC-TV, and will be available for checkout at the library.

Three well respected trustees, James Mandrell, John Britten and Theodore Flynn chose not to run for re-election. The town election in March brought familiar faces to Library's Board of Trustees. Former Co-Presidents of the Friends of the Library, Brooke McDonough and Donna Ryan, were elected as was Lamont Healy. Laney Mutkoski was voted chair.

Volunteers continue to add value to everyone's experience at the library. Loyal folks provide many hours of service that includes story times on Friday mornings, unpacking new materials, shelving books, gathering items to be sent to other libraries and helping out with special projects.

The Friends of the Library continued their fantastic support for library services. *Birdies For Books*, a mini-golf event at the library on a Sunday afternoon, raised funds and allowed many people to visit as families. President Sarah Keating declared her retirement from the board as her family prepared to move to London. Cristin Mitchell took over as President. Many new Board members have come on to offer their help and expertise. FOL funds purchase close to \$20,000



worth of materials for the library including Mango Online Languages, and Best Friends books. Without these gifts to supplement our collection spending the library would not meet its state requirements. The group also funds all summer activities for teens and children. This year, the group revived a tradition of attending adult author programs to assist with welcoming guests and providing refreshments. With the frequency of programs and with such large audiences, this has contributed to the overall success of those events.

The involvement and support of Duxbury Free Library Incorporated is critical to the library's offerings to the residents. The generosity of this organization allows the library to meet its state mandated materials expenditures by supplementing the materials budget. DFL INC fully funds 17 museum passes, additional audio visual materials and books that could not be afforded through the municipal appropriation.

One of the first duties of the new Director was to participate in strategic Long Range Library Planning. The plan on file had expired. A Long Range Committee was formed, led by former trustee Carl Meier. Ultimately a new mission statement was formulated from identified service responses and a new five year plan was developed. The new mission is as follows:

**The Duxbury Free Library provides a welcoming environment where people of all ages can pursue individual and shared interests. The library offers current topics and titles to help fulfill community residents' appetite for information about popular culture and social trends. It provides resources and education to find, evaluate and use information.**

All library staff participated in developing goals, objectives and activities. An action plan for FY12 was developed. The entire plan provides a guide for the Director and her staff, the Library Trustees, and all associated groups including the Friends of the Library. It provides clear direction for policy setting, budget development and program and service planning. Although the plan does not address physical facility needs, significant maintenance issues are emerging and will be addressed in an upcoming Capital Improvement assessment. Stewardship of this important community resource is a top priority.

Respectfully Submitted,  
Carol Jankowski, Library Director

Library Trustees  
Laney Mutkoski, Chair  
Brooke McDonough

Paula Harris  
Donna Ryan

Laura Sullivan  
Lamont Healy

## Superintendent Report: Duxbury Public Schools

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### District Overview

The Duxbury Public Schools continually strives to be a community of learners that appreciates and respects the diverse contributions of all while inspiring a passion for learning, a desire to make a difference and the courage to act with integrity. We sustain our mission by providing a



high quality, comprehensive education enabling students to make connections between learning and life, preparing them to meet the challenges of the 21<sup>st</sup> Century.

As a dynamic and progressive community, we are committed to the pursuit of Excellence in Academics, Athletics and the Arts.

**The Core Values of our District are:**

- Building a community of trust
- Making personal connections
- Working to full potential daily
- Accepting personal responsibility
- Acting with integrity
- Communicating clearly, honestly and directly
- Respecting differing values, beliefs and opinions
- Understanding and appreciating the full range of diversity
- Sharing time, energy and resources
- Demonstrating pride in our work and contributions to the school system
- Appreciating the caring and supportive Duxbury community

**Strategic Plan**

The District is currently in the process of planning for creating a new strategic plan that will take us through the next five years. It will be based on input from the community members and professional staff and create a vision that will guide our education.

**School Building Committee**

The School Building Committee has created a comprehensive plan to build a co-located middle/high school that will meet the needs of students for many years. The Massachusetts School Building Authority (MSBA) has accepted the plan for the model school program. The building is designed to house 1,735 students in grades 6-12.

**Special Education**

The Duxbury Public Schools remain dedicated to providing a free and appropriate education to all children in the least restrictive environment. High expectations for achievement are maintained throughout the district for all students including those with disabilities. Special education services are designed to allow students with disabilities to participate in the general education setting to reach their maximum potential. The district's co-teaching model combines the experience, knowledge and skills of general education teachers, special education teachers, therapists and other support staff to ensure the opportunity for academic, social and emotional development in the mainstream environment. Students who may require more intensive services may receive them through learning centers or substantially separate settings, individually or in small groups. Particular focus was directed toward co-teacher training with targeted emphasis in the elementary and middle schools. Workshops were also provided to teachers regarding differentiated instruction, Six Traits of Writing and utilizing data to develop an effective Response to Intervention (RtI) model.

## **Maintaining Safe Schools**

Fostering and maintaining an educational environment where our children are accepted and respected is a fundamental tenet of the school district. We persist in our efforts to embrace differences and demand personal and group accountability. Students are taught how to peacefully resolve differences and make healthy, safe choices. Our educational programming stresses a safe and connected community building self-esteem, pride and confidence. We recognize that conflict is a natural process requiring honest, direct and respectful communication. The school district's consistent response to disrespectful, inappropriate and bullying behaviors provides students with an educational environment where they can thrive.

## **Alden School Summary**

The students, faculty, and families of Alden School enjoyed another fulfilling year, throughout which we endeavored to teach and learn from one another about material in the various academic subject areas, the creative and performing arts, and – just as important – about how to remain a community marked by R.E.S.P.E.C.T. (Responsibility, Effort, Spirit, Pride, Excellence, Cooperation, and Teamwork).

## **Student Achievements**

- Scores of Alden School students joined their counterparts from Chandler to participate in the K-5 Science Fair, which was held in April and sponsored by the PTAs and Battelle Laboratories.
- Dozens of Alden School students, along with students from Chandler, DMS, and DHS, had their artwork on display in the district's spring art show.
- 4<sup>th</sup> grader Aaden Fantom was among the winners of the *2011 Massachusetts Science Poetry Contest*, which is run through Boston College.

## **Ongoing Initiatives**

- Teachers worked with science consultant Mike Koski to rewrite our district's elementary science scope and sequence, and to learn approaches and techniques with which to enhance the science instruction in which we engage our students.
- Teachers worked with a consultant from the Bureau of Education & Research to learn new ways to differentiate learning experiences for our students.
- Classroom teachers, reading teachers and special educators worked throughout the year with Dr. Chris Parker on tiered instruction and using assessment data to refine work with students (Response to Intervention).
- Our school's reading specialists, along with co-teaching classroom teachers and special educators, received training in Project Read's approach to teaching phonics and to enhancing students' reading comprehension.
- Faculty continued to work at investigating and experimenting with instructional technology and web-based resources for incorporation into students' learning.
- Students engaged in professional development activities in the use of Mimio interactive instructional technology in anticipation of our implementation of those tools in 2011/2012.

## **Staff Highlights**

- At mid-year, long-time Duxbury Public Schools administrator Karen Fruzzetti retired as Alden School's assistant principal. We were grateful to be joined, from January through

June 2011, by Mr. Pat Jackman, who served as Alden's Interim Assistant Principal. In February and March 2011, two existing advisory bodies – the Alden School Council (comprised of faculty members, family members, and a community representative) and the Alden Improvement Team (which is comprised of one teacher from each grade level, as well as one special educator) – worked with Mr. Trombly and Mr. Jackman to screen and interview candidates for a permanent successor to Ms. Fruzzetti. We are delighted to have selected Ms. Karen Whitaker, who joins us from the Marshfield Public Schools, where she had worked as a Teaching Assistant Principal at the Martinson Elementary School.

- 5<sup>th</sup> Grade teachers Patricia Pietrantonio and Denise Lamare undertook a global learning collaboration with their two classes. Throughout the year, students in these two classes communicated with youngsters from across the globe about such things as the growth and flowering of the tulip bulbs that they had planted around our school in the fall.
- 5<sup>th</sup> Grade teachers Jennifer Mosesian and Nicholas Tam took on the responsibility of serving as Alden School's *21<sup>st</sup> Century Learning Facilitators*. Having engaged in much professional development in the area of instructional technology, these two educators serve as valuable resources for their colleagues at Alden School.
- Faculty members competed against the Harlem Rockets in a game that brought smiles to everyone's faces, and which raised funds for the always-busy Alden PTA.
- Duxbury's Special Education Parent Advisory Council bestowed its Excellence in Education Award for the 2010/2011 academic year to Nora Hughes, a special education teacher at Alden and Chandler. The award was designed by the SEPAC board to recognize an individual connected to the school community who "exemplifies the practice of including and educating all students regardless of their disability."
- At its spring banquet in April, the Plymouth County Education Association presented its annual awards to educators selected from among the 7,000 teachers in Plymouth County. Alden School was very well represented:
  - *Rookie Awards* were given to Christine Burke (3<sup>rd</sup> Grade), Shannon Jones (School Counselor), Courtney Sullivan (5<sup>th</sup> Grade), and Jamie Rossetti (Special Education).
  - *Honor Awards* – which are given in recognition of Significant Service in one of the following areas: Professional Service, Community Service, or Association Service – were presented to Missy Bateman (4<sup>th</sup> Grade), Kelly Murray (3<sup>rd</sup> Grade), Sarah Madigan (4<sup>th</sup> Grade), and Katie Santos (3<sup>rd</sup> Grade).
  - *Service Awards* – which honor the contributions to the educational process by non-teaching staff members – were presented to Alden School custodian Tom Cram, and to Alden's School Secretary, Miriam Harriman.
  - PCEA's most prestigious award – the *Loretta Quinlan Award* – is presented to only one teacher in Plymouth County. The recipient is selected from among that year's Citation Award winners. (Citation Awards are given for outstanding service in all three of the following areas: Professional Service, Community Service, and Association Service). Receiving both a Citation Award and the Loretta Quinlan Award was Dr. Carl Swanson (3<sup>rd</sup> Grade), who had the honor of presenting a \$2,000 scholarship to a graduating senior from Duxbury High School at the close of the 2010/2011 academic year.

### **Enrichment Highlights**

- For the third year, students had the opportunity to participate in the PTA-sponsored "Battle of the Books."
- The PTA-sponsored "Passport Club" completed its second successful year.



- Grade 5 students competed against teams of adults from the community in the PTA-sponsored *Are You Smarter than a Duxbury 5<sup>th</sup> Grader?*
- The Alden School PTA sponsored the author in residence program for the fourth consecutive year. In 2010/2011, Alden's author in residence was Duxbury's own Barbara O'Connor

### **Community Initiatives**

- Alden School students continue to give back to the community by participating in activities and contributing to drives offered by the PTA's *Reach Out* program.
- Numerous Alden School students participated in the Duxbury Education Foundation's annual spelling bee to help support an organization that has been so supportive of us.

### **Chandler School Summary**

Over 600 Chandler students completed a wonderfully successful 2010-2011 school year. It was a pleasure to welcome more than 170 Kindergarten students and their families to the Early Childhood School. The Chandler staff continues to stress high standards, compassion and professionalism.

### **Student Achievements**

- There were over 200 children who participated in the *Super Reader* Program.
- Seventy Chandler students participated in the Science Fair.
- The PTA Reflections contest demonstrated the tremendous creativity of our students.
- The Duxbury Public School Art Show featured wonderful works created by Chandler students.

### **Ongoing initiatives**

- Differentiated Instruction training continued to be a primary focus with training through BER consultants.
- Response to Intervention (RtI) training with Dr. Christopher Parker continued to improve tiered instruction in the classroom through data analysis and progress monitoring.
- Several faculty members were trained as 21<sup>st</sup> Century Facilitators, to assist colleagues to enhance instruction with the use of technology.
- Chandler teachers received training and support in the use of Mimios for instruction.
- Chandler teachers worked closely with Mr. Michael Koski, Science consultant, to develop interactive Science units and lessons.
- Several Chandler teachers participated in Project READ training, and one teacher has been trained as a consultant for Duxbury staff.

### **Staff Highlights**

- Several faculty members received their advanced degrees.
- Staff created virtual learning environments that align with 21st Century skills, i.e., blogging and global collaboration.
- Ms. Nora Hughes received the Special Education Parent Advisory Council's Award of Excellence.

### **Enrichment Highlights**

- The Independent Investigation Method (IIM) of research continued to assist children's learning and achievement.
- *Super Reader* Program remains a wonderful success.
- Hundreds of students participated in the first Chandler Math-a-thon.

### **Community Initiatives**

- PTA Helping Hands continues to be a successful initiative with students donating books for districts in need, doll making for hospitalized children, supply collection for servicemen in Iraq and Afghanistan, and food drives to help community members.
- Chandler parent volunteering remains at an all-time high and is truly appreciated.

### **Chandler Summary**

We look forward to welcoming all of our Chandler students for the 2011-2012 school year. A new science curriculum with many exciting hands-on units and activities has been implemented. All K-2 students are currently participating in Study Island and Brain-Pop Interactive electronic programs, both at school and with their families. We are grateful to the Chandler School PTA for making this possible and for supporting our vision of student engagement and passion for learning. Chandler teachers will continue to differentiate instruction in order to support each child to reach his/her potential and to make learning meaningful for every student.

### **DMS Summary**

DMS celebrated a fantastic and action-packed school year. DMS faculty remains committed to providing a rigorous and authentic learning environment. School traditions such as W.E.B., Nature's Classroom, beach research trips, school-wide reads and summer achievement assignments remain a staple. DMS went on-line with its course selection process and piloted the parent portal for access to student's records. Work on curriculum alignment continued.

### **Student Achievements**

- DMS continued its tradition of celebrating student achievement at its annual academic awards night where 32 students received the Hojlo Character award.
- Twenty-five 8<sup>th</sup> grade students were recognized for excellence within subject areas in Math, English, Science, World Language, Music, Art, Health, and Physical Education.
- Presidential Academic Fitness awards were given to 41 students. These students achieved high honors all terms in their 3 years at DMS.
- One 7th and one 8th grader earned perfect MCAS scores in both ELA and Math.
- Seven additional students received 280 in Math, and five received 280 in ELA.

### **Ongoing Initiatives**

- Several DMS faculty attended a 3-day visioning workshop as part of the new building feasibility study. The highlight of the workshop was the discussion about the possibility of a co-located facility with DHS.
- DMS continued to expand their part in the X2 parent portal pilot as several more staff members opened their grade books for online parental viewing.

- DMS continued its technology curriculum integration. With the help of the DEF, DMS purchased iPads, iTouches and continued to advance 21<sup>st</sup> century skills in the classroom.

### **Staff Highlights**

- DMS began the year with a new Assistant Principal, 10 new faculty members, and 8 staff members fulfilling different roles either within DMS or from other buildings in our district, all dedicated to student achievement.
- DMS added a full-time School Psychologist.
- Our two maternity leaves were covered by teachers who are highly skilled in their content areas.

### **Enrichment Highlights**

- The DMS School Improvement Club made a huge impact on the building by starting a recycling program, redesigning hallway murals to highlight the Character Counts program and hosted a school clean-up day where students and staff help clean up trash around the campus.
- The DMS RAP club continued its tradition of a winter food drive to help support the local food banks.
- The DMS running club co-hosted the third annual DMS 5K.

### **Community Initiatives**

- DMS PTA hosted the first annual “Minute to Win It” evening.
- DMS PTA gifted DMS ten thousand dollars for technology advancement.
- Faculty volunteered and contributed to the DEF phone-a-thon fundraiser.
- The PTA co-hosted the 3<sup>rd</sup> annual DMS 5K run and family celebration.
- Faculty and the Student Union continued to develop programs to support middle school aged children.

As always, we will continue our focus on authentic learning as we imbed technology and project-based learning into student instruction. Proven best practices in education such as co-teaching and differentiated instruction will continue. The new student growth model, as a way to show and celebrate individual student growth, continues to be a valuable model of student growth. We are delighted that the prospect of a new middle school looms on the horizon as we continue to support our building as it has reached its useful lifespan. And as always, we look forward to building relationships with our community of learners.

### **DHS Summary**

The high school has had another great year! Our reorganization of the DHS Guidance program better served all students. The third full year of the student advisory program, which gives students a varied program and a four-year connection with a member of the staff met with tremendous positive feedback. Based on student and faculty feedback, we will be integrating more college/career planning sessions next year. The Africa Service Project continued its connection with *The Invisible Children* program and was again one of the top fundraising programs in the country. We are nearing completion of our self-study in preparation for our NEASC Accreditation visit. Our faculty has worked very hard to expand and revise common assessment opportunities and utilize data to analyze and improve curriculum and instruction. We



continue to increase our level of technology access and faculty members have explored Web 2.0 initiatives with various forms of instructional technology (blogging, podcasting, etc.). Specific school personnel also worked very hard to articulate the educational program for Duxbury High School as part of the building project process. Last, our department heads, subject supervisors, and content specialists worked hard to understand and integrate aspects of the newly adopted Common Core into our curriculum.

### **Student Achievements**

- Graduating seniors continue to meet with success: 91% of our seniors are going to four year colleges, 4% will attend two year colleges, 2% are entering the workforce, and 1% will be attending prep schools.
- Six seniors were accepted into Ivy League schools. Thirty-six students were accepted into highly selective institutions (those that accept fewer than 25% of applicants).
- DHS had eight students that received commendations as part of the National Merit Scholarship contest.
- Thirty-four students were named as 'AP scholars' for having received a score of '3' or higher on three separate AP tests.
- Fifteen students earned 'AP Scholar with Honor Awards' for earning an average of 3.25 (out of 5) on all AP Exams taken and grades of '3' or higher on four or more of these exams.
- Fifteen (15) students qualified for the "AP Scholar with Distinction Award" by averaging at least a '3.5' on all AP Exams taken and scores of '3' or higher on five or more of these exams.
- Students continue to perform well above the state and national averages on the SAT tests and MCAS. Scores for last year's MCAS in ELA, Mathematics, and Biology were very impressive, with 97% of all students achieving Proficient/Advanced scores in Biology and Math.
- Art students received recognition from the Boston Globe Art Contest.
- Over forty seniors participated in the Senior Project, which was to develop and complete service projects during the last quarter of the school year.

### **Ongoing Initiatives**

- Beginning in June 2011, DMS and DHS adopted the Subject Supervisor model with each supervisor (Math, Science, ELA, World Language) being in charge of grade 6-12 personnel, curriculum and assessment.
- DHS is continuing to prepare for the decennial New England Association of Schools and Colleges (NEASC) accreditation visit that is scheduled for October 2012. This year the high school staff will complete a required self-study process that entails a detailed examination of our practice according to the seven standards for accreditation.
- DHS is piloting a dual enrollment program through Syracuse University where students can take approved high school classes and receive college credit. This year, students in AP Biology and AP Physics are eligible to participate. We will be expanding this program so more students can choose to take advantage of this opportunity.
- Beginning this year, all sophomores and juniors will be required to take the PSAT during school. Evidence clearly shows that students who take the PSAT twice experience a marked increase in their respective SAT scores.

- Nearly every department had teachers conduct professional development activities over the summer to revise our curriculum maps to integrate elements of the newly adopted Common Core Standards. Additionally, department members worked to create and revise common assessments. Teachers also participated in technology and literacy workshops. Every second year teacher in the system participated in the Research for Better Teaching (RBT) course, which requires an intensive week where teachers examine, reflect, and review effective teaching practices and pedagogy.
- We continue to align curriculum and create UbD templates to ensure consistency of content and skill instruction between teachers. This alignment is ongoing and will fully integrate Common Core Standards into our curriculum.
- DHS is maintaining its co-teaching initiative to better serve all students by maintaining 20 co-taught classes. We also provided ongoing professional development and collaboration time for these teachers over the summer.
- More common assessment opportunities for students within departments/content areas are being developed, refined, and analyzed.
- Significant upgrades in our technology (SmartBoards, Projectors, Mobile Carts) were realized.
- The online PLATO credit recovery program continued this past summer.
- The X2 parent and student portals continue to be utilized. This year, all students will receive progress reports and report cards electronically.

### **Enrichment Highlights**

- Students in the wind ensemble program were the only high school students to be selected to play at the annual all-state convention. The string and wind ensembles made another successful trip to Washington D.C.
- The DHS Athletic program had another very successful year with many league titles and three state championships in football, Girls Hockey, and Boys Golf.
- The DHS Chamber Singers impressively performed with the Plymouth Philharmonic Orchestra in March.
- Our Best Buddies Program continues to flourish at DHS with a record number of student volunteers and participants.
- The Global Engagement Club began last year with the goal of competing in the Model U.N. competition.
- The *Africa Service Project* continues to have a large number of involved students who raise community awareness about global issues.
- We completed our annual LINK Orientation program for incoming freshmen. The program grows stronger every year and is marked by very active participation by our LINK leaders.
- The drama program and Thespian Troupe had another successful year by putting on over 12 one-act or full-length plays and one musical.
- The Thespian Troupe made it to the state one act play finals.

### **Community Initiatives**

- Teachers continue to receive tremendous support from the Duxbury Educational Foundation (DEF).

- The Duxbury Parent Connection brought a very meaningful program to parents concerning the Social Host Liability.
- The Duxbury PTO was very active and generous with its support of our students and faculty through teacher grants, teacher appreciation days and offsetting the cost of our student planners. PTO support is essential in the planning and running of our prom and graduation ceremonies.
- Overall, we are truly fortunate to have such involved and generous organizations like the DEF, Parent Connection, the PTO and our numerous booster groups.

In looking to school year 11-12, we have much to be proud of and have much work left to accomplish. We have significantly increased our capability to instruct students in 21<sup>st</sup> Century skills in the classroom. We will continue with our curriculum development and our uses of common assessments to inform our instruction. We eagerly look forward to the possibility of an approved building project.

Respectfully submitted,

Dr. Benedict Tantillo, III  
Superintendent of Schools



# Public Safety & Transportation



Duxbury Emergency Management Agency

Fire Department

Harbormaster

- Harbor Division
- Beach Management Operations
- Shellfish Division

Highway Safety Advisory Committee

Massachusetts Bay Transportation Advisory Board

Nuclear Advisory Committee

Police Department

Public Safety Building Committee

## Duxbury Emergency Management Agency (DEMA)

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The Duxbury Emergency Management Agency continues to strengthen its ability to plan and mitigate for all hazards. The Agency has a cooperative working relationship with all other Town Departments, the key ones being Police, DPW, Harbormaster and Inspectional Services. This relationship improves our abilities to respond to the Town's needs during a disaster.

The Agency continues to work with the Duxbury Nuclear Advisory Committee and seeks to ensure that the emergency policy and procedures for the Pilgrim Nuclear Power Station are up to date and adequate. This year we witnessed the disaster at Fukushima, which began in March 2011. This horrific accident is still unfolding and as reports come in, this Agency working with the DNAC will take a hard look at things that can be improved with our neighboring nuclear power plant.

I wish to thank all that have assisted us in meeting our mission: mitigation, preparedness, response and recovery. Additionally, I wish to thank the Duxbury Nuclear Advisory Committee for its continued support and enthusiasm in our effort in making the community safer.

Respectfully Submitted,  
Kevin Nord, Director

## Fire Department

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I am proud to present our 2011 Duxbury Fire Department Annual Report. The men and woman of the Duxbury Fire Department are dedicated to providing quality and innovative fire, rescue, emergency medical services and life safety initiatives to a great community. I would also like to report that through attrition we have succeeded in meeting one of our long range goals. That is to have three paramedics on a shift. This has been a goal since 2005 when the Town supported the Fire Department to have Paramedic service. All the members of the Department have saved countless lives and reduced pain and suffering of patients by the administration of medicines prior to arrival to the hospital over these past six years. We have received countless thank you notes from people we have assisted and lives we have positively impacted. I would like to thank Richard MacDonald, the Town Manager, for staying the course and supporting this endeavor and special thanks goes to Mrs. Betsy Sullivan who supported this personally, during her time served on the Board of Selectman.

In the last fiscal year, the Department responded to 2,098 emergency calls. However, as reported last year, an unexpected trend that has made providing immediate response difficult is the number of simultaneous calls. Last year a total of 878 incidents occurred simultaneously, of which 54 of them needed to be supported by one of our three mutual aid towns. This means that while the on-duty shift is committed to an emergency, another call comes in for help while crews are still engaged in the previous call. Current staffing levels and the loss of a daytime administration Officer makes this situation a challenge for us. This needs to be addressed as our reliance on outside help is reserved for meeting special demands placed on us and not the day to day emergencies.

We are steadfast in our commitment to prevent fire and injuries through comprehensive public education programs and code enforcement. A total of 1,328 permits were issued by this department and 554 inspections were performed, an average of 46 per month, each taking 30 to 45 minutes. Firefighters delivered fewer programs in the community than last year due to reduction in funding for this line item. However, firefighters worked with parents, day cares, pre-schools and grade schools, senior groups, businesses and camps.

As a strong advocate of training, we have sent several members to specialized training in technical rescue, which includes rope rescue, confined space and trench collapse. This training was extensive and funded through a homeland security grant. The firefighters conduct training daily while on duty which ranges from medical related skills to chimney fires to ice water rescue training and the basics, laddering, pumping, structure fire search and rescue, ventilation, forcible entry, etc. The members logged 731 hours of training last fiscal year. I firmly believe that training reduces injuries, provides efficiency on the fireground resulting in preserved property and saved lives.

We are pleased with the approval by the voters to fund the Central Station Renovation. This capital expenditure will give us the tools and meet our space needs for personnel, apparatus and equipment for years to come.

Finally, I would like to recognize the dedicated service and commitment that FF Dennis Reddy has made to the Town and Department. Dennis retired last June with 32 years of service. Additionally, I would like to recognize Administrative Assistant Suzanne Errasti for her professionalism and dedicated service. Suzanne transferred to the Council on Aging last Fall and has made a positive impact there. We wish her continued success.

**Emergency Calls 2,098 for July 1, 2010 to June 30, 2011**

FIRES in STRUCTURES; 20  
OTHER FIRES; Brush, Trash, Vehicle; 28  
FALSE ALARMS; 270  
MEDICAL CALLS; 1,281  
MUTUAL AID GIVEN; 116  
HAZARDOUS MATERIALS; 40  
OTHER HAZARDOUS CONDITIONS; 79  
ALL OTHER CALLS FOR ASSISTANCE; 264

**Code Enforcement**

Permits issued; 1,328  
Inspections; 554

Respectfully Submitted,  
Kevin M. Nord  
Chief of Department



# Harbormaster

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## Harbor Division

As an annual event, the department started the fiscal year assisting the Town of Plymouth with mutual aid assistance for managing their waterfront activity during the 4<sup>th</sup> of July Fireworks display. Along with Plymouth and Duxbury Harbormasters, the Massachusetts Environmental Police and the United States Coast Guard were also present to assist with security.

In September, our Department worked with the Duxbury Police and Fire Departments to safeguard athletes participating in the annual Duxbury Beach Triathlon. Harbormaster personnel manned all three patrol boats to set up an event security perimeter. We had mutual aid assistance from the Plymouth and Kingston Harbormaster Departments to assist with security and the well-being of the athletes.

In November and December, the department worked at hauling floats, swim buoys, no wake buoys, aids to navigation. The Duxbury D.P.W. assisted tremendously with hauling the gangways and the floats.

In February the town was awarded a 100% federally funded grant of \$183,289 for the purchase of a 25 foot fast response vessel and emergency response trailer with rescue dry suits and a thermal imaging camera through the Port Security Grant Program.

Department personnel went through extensive training during the off season. Many training programs were provided by the Coast guard and involved port security. The Executive Officer was chosen by the Massachusetts Environmental Police and USCG to attend a two week Tactical Marine Patrol Officers Course at the Federal Law Enforcement Training Center in Charleston, SC.

Marine unit 2 remained in the water through the winter months to provide emergency protection for our commercial shell-fishermen and others who access our waters in the off season.

In March, town waterfront facilities, department patrol boats and buoy systems started to go back into the water. All Marine Units and town floats were launched by mid-May. By June all aids to navigation, swim buoys and no wake buoys were on location. By June the 25foot, fully equipped Safeboat and trailer purchased through the Port Security Grant were delivered and pressed into service after department personnel went through an extensive training program.

Harbormaster personnel assisted the Duxbury Bay Maritime School with their annual "Opening of the Bay" festivities during Memorial weekend.



**Duxbury Town Landing**

### **Beach Division**

This was yet another successful year on Duxbury Beach. Permit sales for the summer of 2011 were 10,552 totaling approximately \$1,507,735.00. In accordance with the Duxbury beach management plan set forth by the Duxbury Beach Reservation and the Conservation Commission, all work on Duxbury Beach was coordinated with the Endangered Species Officer to ensure the safety of the endangered/threatened species present on Duxbury Beach. The start of the 2011 season continued with numerous above average hot sunny days through July and August with a very high volume of beach visitors on weekends and during the workweek. Trash on Duxbury Beach was managed the same as last summer with barrels placed by Town DPW on pedestrian walkways strategically to eliminate household garbage from collecting, and help manage small litter. The "Carry-In Carry-Out" policy for rubbish and garbage was used again and worked well to keep the aesthetics of the Beach, and keep unwanted scavengers from spreading the refuse along the beach. The department also staffed a position to debris "sweep" the parking lots and bridge to rid litter and to clean the restrooms. This staff member also took care of maintaining the trash barrels when necessary. The Dog walking permits and regulations were still in effect and were managed well. The new re-designed permit allows it to be attached directly to the dog's collar for inspection. Duxbury Beach stands alone in its ability to allow the cohabitation of recreational beach visitors and endangered species. It was another safe and fun summer experience for those who had the opportunity to enjoy it.

### **Shellfish Division**

The Town sold 1,430 resident and non-resident recreational shellfish permits totaling \$84,182.50. Recreational harvests included: Soft Shelled clams, Quahog, Razor clam, Mussel, Sea clam, and Oyster.

Shellfish resources were abundant and in very good condition which allowed the Selectmen to declare and extend bonus shellfish seasons on the recreational and commercial harvesting of soft shelled clams (steamers) and the commercial harvesting of Quahog (hard shell clams).

Commercial harvests included: Soft Shelled clams, Quahog, Mussel and Razor clams. The Town issued 92 resident commercial shellfish licenses totaling approximately \$11,255.00.

Continued improvements in the bay water quality have allowed the Commonwealth to continue the conditional opening and management of large tracks of tidal flats and shellfish beds once considered lost to coastal pollution. The town's efforts to solve our coastal pollution issues have had an impressive positive impact on our natural resources and our ability to utilize and enjoy them.

The department has daily high visibility shore patrols during the time of low tides. These patrols and efforts are extremely important for natural resource management and protection. Shellfish violations were minimal. Shellfish violations include: digging out of season; harvesting without a permit or license; harvesting in closed or restricted areas; use of illegal tools; harvesting undersized shellfish and harvesting over bag limits.

Shellfish farms (aquaculture leases) are throughout the bay and appear to be very successful. There are approximately 82 acres leased and under cultivation. The annual lease fee of \$25 per acre accountants for approximately \$2,050.00 a year. The department works closely with the Shellfish Advisory Committee, the Duxbury Bay Management Commission and this industry to assist wherever possible and practical in effectively managing this historic bay activity. It has evolved into a very impressive local commerce program and stewardship of the bay.

It was a very active year for the department and an honor and privilege to serve this community.

Respectfully submitted,

Donald Beers  
Harbormaster

## Highway Safety Advisory Committee

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The Highway Safety Advisory Committee (HSAC) completed another successful year serving the highway and safety needs of the citizens of Duxbury. This annual report covers the period from July 1, 2010 through June 30, 2011.

The committee continued to work with the Massachusetts Department of Transportation (formerly the Massachusetts Highway Department) on the final design for the new roundabout at the Winter Street/ Kingstown Way (Rt. 53) intersection. Design plans are similar to the one at Lincoln St./Congress St. (Rt. 14). The design is currently at 75% completion. We are attempting to acquire the construction funding which will help facilitate the completion of the design. In addition, the committee studied a number of recommended safety and signage improvements on various streets and at numerous intersections in Town. These included Hall's Corner, Franklin St/ Temple St intersection, Franklin St/ Route 53 intersection, and Bay Road (with bike use).

The Committee continued to closely monitor the needed repair situation of the Powder Point Bridge. As the year ended, we began our initial review of the new Police Station design and the



traffic and site design for the new Duxbury High/Middle Schools. We anticipate that both important projects will go through a very detailed review in order to design the safest roadway and traffic patterns for everyday use.

The Committee was deeply saddened by the sudden passing of our long term Chairman, Mr. Joe Shea. Joe was our Chairman for over 15 years and was the heart and soul of the Committee. He dedicated many, many years to the Committee and more importantly to the Town and the citizens of Duxbury in order to make our roadways as safe as possible. His expertise and constant sense of humor will be sorely missed.

The HSAC wishes to thank the Board of Selectman, Richard MacDonald, Town Manager, and the Police, Fire, and Public Works Departments for their continued cooperation and assistance. The committee looks forward again to another progressive and successful year serving and protecting the needs of our citizens and the Town.

Respectfully submitted,

Jeff Lewis, Co-Chairman  
Paul Brogna, Co-Chairman  
Fred Von Bargaen  
Peter Buttkus, Duxbury DPW

Sgt. Tim Wigmore, Duxbury Police  
Diane Bartlett  
Chris West, Deputy Fire Chief

## Massachusetts Bay Transportation Advisory Board

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The easiest way to see what occurs at the MBTA during any given time is to take a look at the MBTA website at [www.mbta.com](http://www.mbta.com) where the latest news, fares, schedules and service alerts are right at your fingertips.

During the fiscal year 7/1/2010 through 6/30/11 the MBTA saw a major project almost complete. One of the major obstacles for Duxbury riders has been the commuter rail which is accessed in Kingston. Due to faulty concrete railroad ties, the service was severely limited until the ties could be replaced. The good news is that the Old Colony Commuter Rail Tie Replacement Project is almost complete and weekday service back to normal.

The tie replacement work and the grade crossing work associated with this project is 100% complete. Track surfacing and aligning work is to continue each weekend until work shuts down in winter and will resume again in spring 2012. The track surface and aligning phase was necessary to restore the track to the original geometry and operating speeds, in accordance with Federal Railroad Administration (FRA) requirements. The project is expected to be complete in Summer 2012.

Currently weekday rail service is restored on all lines. Weekend work is to continue until the Winter 2011, weather permitting. There is currently no weekend service on the Middleborough, Greenbush, or Plymouth/Kingston Lines.

As part of the Old Colony Tie Replacement Project, the MBTA is repairing the bridge that carries the MBTA Commuter Rail and Red Line over Union Street in Braintree, MA. The paint, structural, and drainage repairs proposed for the Union Street Bridge have been completed. The contractor will be breaking down the sidewalk protective enclosures and work zones this week. As part of the Old Colony Commuter Rail Tie Replacement Project, ties within railroad grade crossings have all been replaced ahead of schedule. No vehicular and pedestrian crossing closures were scheduled for this project.

The MBTA maintains useful informational tools to ensure customers and residents are provided the most up-to-date information throughout the various phases of the Old Colony Tie Replacement Project. The following informational resources are available:

- For project updates sign up for Rail Mail at [www.mbc.net](http://www.mbc.net)
- For questions/concerns pertaining to the project call the Old Colony 24-hour hotline at 617-222-5281.

On behalf of the MBTA, thank you for your patience and cooperation as the MBTA works to complete this vital project in a timely manner.

Respectfully submitted,  
Thomas A. Broadrick, AICP  
Duxbury Representative to the MBTA Advisory Board

## Nuclear Advisory Committee

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The Nuclear Advisory Committee is charged with reviewing the plans that the Town will use in the event of an accident at Pilgrim Nuclear Power Station, and making recommendations to the Board of Selectmen and the Town with respect to these and also other potential risks posed by our proximity to Pilgrim to our public health and safety. Needless to say, the disaster at Fukushima, which began one day before the March 2011 Town Meeting, and has continued ever since has provided an added sense of urgency and importance – particularly since the design of the reactors at the Pilgrim Nuclear Power Station and those at Fukushima are essentially the same.

### Emergency Planning

#### Plans & Procedures

The Committee regularly reviews the latest Duxbury Radiological Plan and Standard Operating Procedures written for each town department, school, camp, group home, and Bay Path. The State finally provided the Plan and Procedures on disc, and we placed it on the Town's website, Public Safety folder. We encourage citizens to read it and offer any suggestions to improve our plans.

#### Potassium Iodide (KI)

KI is an over-the-counter medication to help prevent thyroid cancer in the event of a radiological accident. Duxbury has stockpiled KI in our schools and shelters since 2000. The Committee

worked to add liquid (KI) to service Duxbury's youngest population. Both tablets and liquid KI were provided free of charge by the government; and supplies have been distributed to Chandler and Alden Schools, and to private schools, pre-schools and day cares that have requested it. The Committee encourages all residents to get their own KI for home use. It is available at the Duxbury Board of Health.

### **Drills**

The Committee observed Duxbury's federally run, bi-annual, tabletop, emergency planning exercise. Duxbury's Emergency Management Director, Kevin Nord, deserves praise for going off script, thinking on his feet, and properly responding to a last minute change in the accident scenario. He redirected beach traffic thru Marshfield instead of over Powder Point Bridge that, according to the scenario, had been blown up. For some reason, FEMA criticized Chief Nord for not following the written script and continuing to direct traffic over a no-longer existing bridge.

### **Money**

The Committee advised the town in the on-going negotiations regarding the required compensation package from Entergy to Duxbury for incurred radiological emergency planning expenses. Entergy offered \$189,000 per year for the next 5 years. We want to assure that there are exceptions built in for any unfunded future mandates or equipment malfunctions and that our amount is comparable to other communities. Duxbury was significantly shortchanged in the past.

## **Risks, Safety and Health**

### **Fukushima**

The worst nuclear disaster in history occurred in the Japanese Fukushima reactors that have the same design and age as Pilgrim. There were core melts in Units 1, 2, and 3, spent fuel damage in Units 3 and 4; hydrogen explosions in Units 1, 3 and 4. Could it happen here?

To answer that question, DNAC and DEMA sponsored a forum in Duxbury. We invited four nationally known independent nuclear engineers to speak. We also invited Entergy, but Entergy declined to attend. The experts agreed Fukushima could happen here. Most important, they outlined measures that would significantly reduce risk if NRC chose to regulate.

- (1) Pilgrim, flawed design: Pilgrim, like Fukushima's reactors, is a GE Mark I Boiling Water Reactor. The NRC years ago recognized that there was a 90% likelihood of containment failure within the first few hours following core melt. The events at Fukushima showed that there is an equally high likelihood that the supposed "fix", the Direct Torus Vent designed to relieve pressure and save the containment, will fail also. Three direct torus vents should have opened in Japan, one at each of Pilgrim's sister-reactors. All three failed to do so; and all three containments failed. Ensuring that BWR Mark I and Mark II containments have reliable hardened venting capability would significantly enhance the capability of Pilgrim to mitigate hydrogen explosions and other beyond-design-basis accidents. A reliable venting system also should be filtered and designed to be operate without electric power and with limited operator actions from the control room.
- (2) Nuclear Waste: The Massachusetts Attorney General's expert, who spoke here, explained that a spent fuel pool accident at Pilgrim could occur from equipment



malfunction, human error, or acts of malice - a credible event. Such an accident could result in \$488 billion dollars in damages, 24,000 latent cancers and contamination 100 miles plus downwind. This risk can be reduced significantly by requiring a safer method to store spent fuel onsite until a permanent offsite solution becomes available, many years in the future - specifically low density, open frame storage racks in the pool and hardened, dispersed dry casks onsite. To date, Pilgrim refuses to invest in a safer method of storage and federal regulators refuse to require them to do so. In addition to spent fuel, all other radioactive wastes generated will remain onsite. There are no offsite options for Massachusetts.

- (3) Security: Pilgrim is vulnerable to an air attack and there is no security to prevent one; neither is there sufficient security from the water. The spent fuel pool is especially vulnerable because it is in the attic of the reactor building with a thin roof overhead and outside primary containment.
- (4) Electric Power Reliability: Electric power is the most critical element. At Fukushima the earthquake and tsunami knocked out electric power required to operate safety systems. Power failures are not limited to earthquakes and tsunamis. Safety systems at Pilgrim depend on electrical power coming in from offsite and are vulnerable to disruption. Pilgrim's submerged electric cables are not qualified for a wet environment. Most electrical cables at Pilgrim have been exposed to significant moisture over the past 40 years from snow, rain, and tidal surges. An April 2010 NRC inspection of 3 manholes reported that two were periodically submerged or partially submerged and the other was always submerged. A recent NRC report indicated an increasing trend in underground cable failures, and the predominant contributing factor was submergence or moisture intrusion that degraded the insulation.

The electrical engineer who spoke in Duxbury explained a solution: replace electric cables that may be subject to submergence with ones qualified for a wet environment, and/or require a more robust inspection program. In addition, Pilgrim's backup power is insufficient. Pilgrim is only required to have fuel onsite for their emergency diesel generators to last 7 days, and battery capacity that can run for 8 hours in the event the diesel generators fail. Based on Fukushima's experience, the required diesel oil supply should be increase from 7 to at least 14 days; and backup power increased from 8 to 72 hours.

### **Tritium Leaks**

The Committee remains concerned about persistent findings of radioactive tritium, above expected levels, in samples taken from Pilgrim's onsite monitoring wells. Tritium is a radioactive form of hydrogen that can cross the placenta, posing risk of birth defects and early pregnancy failures. Ingestion of tritiated water also increases cancer risk. We are working with state and federal regulators to require a meaningful onsite monitoring system to detect radioactive liquids from going unmonitored offsite into the Bay. Pilgrim had no groundwater monitors at all until the fall of 2007 when they installed (4) wells. The committee approached Governor Patrick and he, in turn, directed Mass. Dept. of Public Health to prioritize this issue. Since then, Pilgrim has increased the number of wells to (18), split samples are provided to the department, and results posted on their website. (Mass. Dept. Public Health/ Radiation Control Program/ Environmental Monitoring Program)

### **Relicensing**

The Committee follows the license renewal adjudication process, now in its sixth year. Pilgrim Watch has been a party to the proceedings since 2006 and the Massachusetts Attorney General filed again to be accepted as a litigant, June 2011. The Committee has represented the Town of Duxbury at the hearings.

### **Town Meeting Article**

An article at the March Town meeting, co-sponsored with DEMA, passed unanimously. It highlighted key safety concerns.

The article said that Pilgrim Nuclear Power Station should not be relicensed to extend operations another 20 years until and unless:

(a) some third party assumes responsibility for cleanup after a severe nuclear reactor accident to pre-accident conditions, sets a cleanup standard, and identifies a funding source;

(b) all control rods have been inspected for cracking, material distortion and any other indication of degradation and those showing any of the foregoing replaced;

(c) Entergy either replaces all submerged electric cables, splices and connectors not designed or qualified for submerged or moist environments or develops a comprehensive aging management program to preclude moisture and adequately tests all cables that have been exposed to an environment for which they were not designed; and

(d) due to persistent levels of radioactive tritium in samples from Pilgrim's monitoring wells onsite, Pilgrim Nuclear Power Station's Buried Pipes and Tanks Inspection and Monitoring Program consists of a more robust inspection system, cathodic protection, a base line inspection prior to any license extension, and an effective monitoring well program that adheres to well-established protocols for proper design of monitoring networks. The current monitoring system does not meet reasonable standards for monitoring network design.

Submitted by:

Mary Lampert, Co-Chair; Rebecca Chin, Co-Chair;

Barbara Pye, Henry Chang, Daniel Ryan, and Janet Brown

## Police Department

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2011 was a year of change for Duxbury Police Department. Some of the changes were subtle and some not-so-subtle. With the transition in command of the police department that took place in May of 2010, a process has begun in which a series of changes are taking place in the areas of technologies, personnel, operations, and administration. Many changes reflect a shift in administrative philosophies and operational priorities. Some are brought on by advancing technologies. In either case, change was at the foundation of police activities 2011.

Clearly, the highlight of 2011 for the Duxbury Police Department was the successful passage of funding to construct a new police headquarters. For more than a dozen years the police department had sought the funding for this project. We remain appreciative of the overwhelming support we received at the 2011 Town Meeting for the station and were equally appreciative of the 70% favorable vote the project received at the general election that followed. On behalf of



the men and women of the Duxbury Police Department, I extend our gratitude to the community for your support of our new station project.

In the months that have passed since the successful votes, a great deal of time has been spent working with the Public Safety Building Committee and our architect, Greg Carell of the Carell Group, to put the finishing touches on the design of the new station. By doing so, we hope to facilitate substantial construction by the spring of 2012. Maintaining that schedule, we hope to dedicate new station and take occupancy in the spring of 2013. I would like to express my appreciation to Lieutenant Lewis Chubb of the Duxbury Police Department who has worked tirelessly on this project for more than a decade. His efforts, along with the dedicated members of the Public Safety Building Committee, brought this project from concept to reality.

In other action at the 2011 Annual Town Meeting, the Police Department received funding to update our records management and emergency dispatch software system. This upgrade is an ambitious effort to modernize our entire operational and administrative software system to a regionally standardized product. Installation, training, and implementation of the entire package are expected to take 12 to 18 months to accomplish. When fully operational, the police department will enjoy state-of-the-art features which include our ability to share critical data with other Massachusetts police departments in real time. Administratively, the new software is highly intuitive and analytical which provides for substantial efficiencies.

Operationally in 2011, we implemented a series of procedural changes to advance accountability and officer safety. The operational changes ran the gamut, from how an officer starts his daily tour of duty to the process in which we assign patrol vehicles. We re-designated geographical patrol areas and introduced programs to enhance communications with local businesses and residents through our new community service cards and our new park and walk program. In the coming year we will continue the exercise of examining our processes to identify potential areas for improvement and efficiency.

On the law enforcement front, your Police Department was called to investigate an ever increasing number of crimes. Typical of many South Shore communities, vandalism, burglaries and petty larcenies remain the most prevalent events with reported incidents of domestic violence not far behind in regularity. Quickly on the rise are the reported incidents of identity theft and various frauds perpetrated through the Internet. Soon these crimes will supplant petty vandalism as the most prevalent criminal activity reported to police here in Duxbury.

During 2011, Duxbury police officers and detectives successfully resolved several burglary cases, resulting in criminal prosecutions. Additionally, the department investigated a series of Internet fraud cases which are typically very difficult to resolve. Through the persistence of our investigating officers we were able to successfully conclude some of these cases resulting in criminal charges. The advancement of technology along with the advancement in the sophistication of which Internet criminals prey on our residents will become the most daunting challenge for law enforcement in the future. The expansion of advanced training in technologies for our officers will be critical moving forward to ensure we are keeping pace.

Also in 2011 the police department investigated a series of worksite accidents in cooperation with OSHA. One of the cases resulted in the tragic death. As a result of the joint investigations, several workplace violations were identified in each of the cases resulting in administrative fines



levied by OSHA. Our role in the investigation of workplace accidents is in a supporting capacity to OSHA and other enforcement agencies in their mission to identify unsafe practices and promote overall safety in hopes of eliminating workplace tragedies.

The investigation of motor vehicle crashes continues to be an important component of our overall mission. In response, the department reconstituted and reorganized our Crash Investigation Team. By advancing the training of two officers to the level of crash Reconstructionists, the department has now added an analytical perspective to crash investigations to include the examination of environmental factors such as roadway design. The data and professional observations gleaned from these investigations are shared with the town's Traffic Safety Committee, Department of Public Works and Mass DOT to help them identify locations where road design modifications may be necessary to improve safety.

On the personnel front, Lieutenant Susan James retired in December after a career spanning over 34 years with the Duxbury Police Department. Sue is well known regionally and nationally as a pioneer for women in law enforcement. She was one of the state's first female police canine handlers and became nationally recognized for her work in the canine field. Sue also served as Acting Police Chief on more than one occasion over the years and was the driving force for professional accountability locally, resulting in the accreditation of the Duxbury Police Department. Sue remains an active volunteer with the Massachusetts Police Accreditation Commission and regularly travels the Commonwealth to assist other police departments with their accreditation efforts. I personally thank Sue for her support during my tenure and wish her the very best in her well-deserved retirement.

In other personnel moves, Daniel McGonagle was promoted from a part-time patrolman to the position of full-time officer in October. In January we welcomed Andrew Homestead to the department. Andrew transferred to Duxbury from his former position as a police officer in North Adams, Massachusetts. In the Public Safety Dispatch Center, call Firefighter Keith Nette was appointed as a part-time public safety dispatcher. In November Keith graduated from the State E-911 Public Safety Dispatcher Academy and is performing well in his new assignment. I am excited to have these talented and dedicated individuals on board in their new positions and wish them well.

Change was plentiful this past year at the Duxbury Police Department and change will become commonplace here as we have acknowledged the need to constantly critique our approach to community service, law enforcement and fiscal administration to ensure we are responsive, effective, and efficient. Our success is enabled significantly by the support of the Board of Selectmen, our Town Manager and all the Boards and Committees who serve with distinction. I would also like to thank all the other department heads and town employees who are our daily partners in servicing this special community. But, most importantly, I thank the community for its continued support.

Respectfully submitted,

Matthew M. Clancy  
Chief of Police

## Public Safety Building Committee

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The Public Safety Building Committee has been working since 2007 to upgrade the Central Fire Station on Tremont Street and to replace the Police Station. The Police Station, built in the late 1960s, is in very poor condition, has numerous safety and code violations, is energy inefficient, and does not meet the operating requirements of today's Police Department. The Fire Station crew quarters and administrative spaces, like the Police Station, are wholly inadequate to meet the firefighting and EMT requirements of today's Fire Department, and needs to be replaced.

Final design of the Fire Station project was completed by The Carell Group using funds appropriated at the 2010 Annual Town Meeting (ATM). Bid documents were completed in January 2011 and bids were opened on February 17, 2011. The lowest bid price of \$2,889,021 was lower than the architect's estimate of \$3,054,360. The committee prepared Article 16 for the 2011 ATM which requested funds to construct the project. The total amount requested was \$3.697 million which included contingencies, construction-related costs for inspection, furniture and equipment, and architectural and engineering fees during construction. The Article passed at ATM and at a subsequent debt exclusion election on March 26, 2011. A construction contract was awarded to Vanguard Construction in March 2011 and construction began at the end of April. We anticipate that construction will be completed in July, 2012.

Schematic design for the Police Station was performed by The Carell Group using funds appropriated at the 2010 ATM. The schematic design analyzed several possible sites for the new station, and the committee selected to locate it on the Transfer Station property on Mayflower Street. This site resulted in the lowest project cost of all the sites reviewed. The committee prepared Article 17 for the 2011 ATM requesting funds to complete bid documents and to fund construction. The total amount requested was \$6.275 million which included architectural fees for final design and construction phase services, construction and construction-related costs, contingencies and furniture and equipment. The Article passed at ATM and at a subsequent debt exclusion election on March 26, 2011. After negotiating a contract extension with The Carell Group, final design began in May. We anticipate that bid documents will be completed by November 2011 with bids due in December 2011. Construction would then begin in spring 2012 with an anticipated completion date of January 2013.

The committee recognizes that these projects are very important and expensive projects. We have worked very hard to keep the costs as low as possible and within the budgets appropriated at ATM. We look forward to seeing the Fire Station project completed in July 2012 and the Police Station in January 2013 to provide the best public safety service to the citizens of Duxbury.

### **Public Safety Building Committee**

Andre Martecchini, Chair  
Georgia Blatterman  
Paul Brogna  
Police Lieutenant Chip Chubb  
Police Chief Matthew Clancy

Shawn Dahlen  
Neil Johnson  
Dennis Nolan  
Fire Chief Kevin Nord  
Dimitri Theodossiou

Deputy Fire Chief Chris West

# Public Works



DPW Administration

Animal Control

Cemetery

Crematory Building Committee

Highway Department

Lands & Natural Resources

Transfer Station

Water & Sewer Division

Water & Sewer Advisory Board



## DPW Administration

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The Department of Public Works completed many projects in 2011 even though it was a year of extreme weather conditions. Last year, like most, was a year of growth, change, commitment and dedication. We appreciate the Town's support of our efforts.

The Water Division completed the Supervisory Control and Data Acquisition System or SCADA System. This system is the nerve center that controls the infrastructure of the water tanks, wells and treatment plants. The Water Division also completed the replacement of pipe on two more roads as part of the PCE Pipe Replacement Program. The summer drought in 2010 created a huge demand for water resulting in a record number of gallons of water pumped through our water system.

The Highway Division dealt with not only an extremely harsh winter, but also punishing coastal storms that caused wide spread damage to the area of the seawall that had to be repaired. The department continued their town wide paving program with the use of funding through the State's Chapter 90 Program. The Town's allotment of Chapter 90 funds was higher this year compared to others because of the extremely destructive winter weather.

Our small but very efficient Transfer Station continued to keep us ranked among the top ten towns in Massachusetts for recycling. Every ton recycled through our facility is one less ton we must pay to dispose of. The savings to our residents is \$98.50 per ton. The residents of Duxbury deserve to be proud of the Town's recycling record. Your diligence and commitment to a better world make our recycling program work.

The Lands & Natural Resources Division welcomed a new Manager of Buildings and Grounds. Longtime employee, Jim Savonen, was promoted to that position. He brings a wealth of experience and commitment to public service to that position. The department continues its efforts to maintain and preserve our public grounds, buildings, athletic fields and urban forest as the incredible resources they are. This is evidenced by the fact that Duxbury was awarded the Tree City USA designation for the 20<sup>th</sup> consecutive year.

The Department of Public Works, working closely with the Department of Inspectional Services and the hardworking Friends of Tarkiln, completed the renovation and grand re-opening of the Tarkiln Community Center in January. Many thanks go out to this dedicated, hardworking group.

There has been a lot of activity in the Cemetery Department this year. Ground was broken for the new crematory facility. When completed in the spring of 2012, this state of the art facility will help Duxbury continue to operate as one of the busiest crematories in the country. At the Annual Town Meeting in March, 35 acres of Town owned land was transferred from the control of the Board of Selectmen to the Mayflower Cemetery and the control of the Cemetery Trustees. This transfer will ensure that for many generations to come the Mayflower Cemetery will continue to be one of the most beautiful and historic cemeteries in the country and will continue to provide a peaceful final resting place for those with deep connections to and fondness for the Town. The Board of Cemetery Trustees and the Crematory Building

Committee deserve a huge thank you for all their hard work during this period of expansion and change for our cemeteries.

Sadly, Crematory Building Committee member, Joe Shea, passed away this year. He was a devoted volunteer not only to this project but many others in the Town. His knowledge of history and technical expertise will be sorely missed.

The Animal Control Officer and his assistant, as well as our extremely dedicated volunteers and Friends of the Animal Shelter continue to make the Duxbury Animal shelter the jewel that it is today.

In closing, I want to thank the Board of Selectmen, Town Manager and all of the Town Departments we work with for their continued support in all of our efforts. Also to all of the tremendously professional, talented and dedicated men and women of the Department of Public Works whom I have had the privilege to work with during the past, thank you very much.

Respectfully submitted:  
Peter Buttkus  
Director of Public Works

## Animal Control

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The past year was great for the Animal Control Department and the Duxbury Animal Shelter. We received over 2,500 calls for assistance and advice this year from Duxbury residents. I continue to respond to calls at all hours of the day and night and on weekends. During the past year, I responded to calls for everything from stray dogs and cats, to injured and sick wildlife, to dog bites and many calls for advice.



**Animal Control Officer Eddy Ramos with an injured young hawk**

The Animal Control Department and Animal Shelter continue to go above and beyond our basic duties to provide services that are unequaled by those of most other towns. We are able to do that because we have a great team of dedicated volunteers who help maintain our shelter as one of the cleanest, best maintained and most appreciated shelters in the state. We have been able to care for stray animals until they are reunited with their families or we are able to find new, loving homes for them. We have saved many animals lives. The Duxbury Animal Control Department has assisted many other towns and humane organizations with animal rescues.

I would like to thank our exceptional volunteers, the other Town departments, Lori Hall, who serves as my assistant for 4 hours on Saturdays and Sundays, and of course the residents of Duxbury for supporting our efforts to provide the best service possible to Town of Duxbury.

Respectfully submitted,  
Eddy Ramos  
Duxbury Animal Control Officer

## Cemetery

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Cemeteries have long been a part of the American landscape. Sadly, some have been lost to time. The headstones at the Old Burial Grounds in Standish and Mayflower Cemetery were carved and shaped by artisans from long ago. Replacing these artifacts would not be in keeping with their historical significance or to the character Duxbury's cemeteries.

This past year Cemetery Trustee, Rev. Elizabeth Stevens, and I went before the Community Preservation Committee and asked to add the preservation of stonework to the list of historical structures in need of funding. Our goal is to preserve the integrity of the old slate stones in the old section of Mayflower Cemetery and the Old Burial Grounds /Standish Cemetery. We believe that preservation of these headstones meets the criteria for funding because they are the history of the Mayflower travelers and those who first settled Duxbury. The CPC requested documentation and quotes from reputable preservationists to determine the scope of work for the project. Once all the criteria were met, the project went forward to Town Meeting and \$60,000.00 was appropriated to preserve these stones.

With the help of Cemetery Trustee, Diane Barker, we learned that the process had already begun to list the Old Burial Ground on Chestnut Street on the National Register of Historical Places. In a letter from the Massachusetts Historical Society their belief that "the cemetery possesses integrity of location, design, setting, materials, workmanship, feeling, and association and meets National Register Criteria at the local, state and national levels." was stated. Hopefully this time next year we will celebrate the inclusion of this historical sight to the National Register of Historical Places.

In 2011, we had the honor of having a few Eagle Scouts volunteer time to improve the mapping in Standish and Mayflower Cemeteries. Their task was also to honor the veterans buried in the Mayflower Cemetery. Conor Clark, our first Eagle Scout volunteer, was able to earn his



distinction by mapping and cataloguing the head stones at Standish Cemetery or the "Old Burial Grounds" off of Chestnut Street and Pilgrim by-Way. Ryan Smith did the same at the "Old Burial Grounds" (nearest to the Unitarian Church) in Mayflower Cemetery and Chandler Rodriguez is credited for cataloguing the graves of the veterans buried in the Mayflower Cemetery that have no military markings. The plan is to place the appropriate markings on those graves in the future. All of these tasks were daunting, but with hard work and planning these few volunteers were able to collect historical data (photos included) about the history of our cemeteries that is invaluable to the department and the Town.

We've heard time and time again of so many communities who are in fear of not being able to do interments of their citizens because of the lack of burial space in their cemeteries. The Cemetery Trustees had similar concerns and began to develop a plan to secure space for future citizens. In 1999 the land on the corner point of Tremont and Mayflower Street, which was once developable land for future burials, was chosen as the location of the Senior Center. Robert Hayes, Cemetery Trustee, began the task of securing Town owned land that abuts the back of the cemetery. The land exchange was to make up for cemetery's loss of the land now being used by the Senior Center. Mr. Hayes's advocacy for the Cemetery Department resulted in the Town Meeting vote, to approve the Selectmen's actions to grant the Cemetery Trustees the care, control and custody of three parcels of land to be used for the sole purpose of burials. Mr. Hayes worked along with Tom Broderick, Town Planner, Joe Grady, Conservation Officer, Peter Butkus, DPW Director and me, Patricia Pappas, Cemetery Superintendent. It will also provide the services of a surveyor to set the boundaries and secure the deed.

Finally, it has become quite a project working with the Crematory Building Committee and the architectural firm DesignLabs on the new cemetery/crematory building. We have had countless meetings to ensure that the cost of the building itself is under the proposed amount for the project. Unfortunately some items had to be sacrificed in order to provide the best possible facility for the Town and stay within the budget allotted. As of this writing we are about to proceed with our final bid process and hopefully by mid-August or early September construction will begin and the work will be complete by spring 2012. The building will house state of the art equipment that we expect to attract more funeral homes to our more efficient and secure facility. Cremation is becoming more accepted and even preferred. Last year the Duxbury crematory performed more than 3,000 cremations. It is fully expected that the new crematory will continue to provide cremation services in a manner that is more efficient and environmentally responsible than services that are now available.

Cemetery Trustee, Beverly Johnson, stepped down as Chairwoman and continues to serve as a Trustee. Robert Hayes was appointed Chairman. I wish to thank them as well as Diane Barker, Rev. Betsy Stevens and Emmett Sheehan for their volunteerism on behalf of Cemetery Department. I also wish to extend a special thanks to the Crematory Building Committee that suffered a tremendous loss with the passing of Joseph Shea, his insight will be missed.

I also want to thank the cemetery and crematory staff as well as the other DPW departments who have assisted this department with water, road and tree work. Thank you all very much.

*"A cemetery is a history of people – a perpetual record of yesterday and a sanctuary of peace and quiet today. A cemetery exists because every life is worth loving and remembering.....always.*

Respectfully submitted,

Patricia J. Pappas  
Superintendent of Cemeteries and Crematory

## Crematory Building Committee

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The Crematory Building Committee, established in July 2009 to advise on the design and construction of a new crematory facility for the Town, proposed to Town Meeting in March 2010 an appropriation of \$2.6 million for related architectural, engineering, and design services for and construction, equipping, and furnishing of a new facility for the crematory and cemetery office, to be located at the back of the cemetery property abutting Mayflower Street. The site is across the street and west of the current exit from the Transfer Station, and the facility would utilize the topography and vegetation on the site to maximum advantage. Town Meeting approved the project, and since the proposal was structured as a debt-exclusion item, the proposal went to the Town's voters as a ballot question. Voters approved the funding proposal in March 2010.

Following approval by the Town, the Committee requested proposals for architectural, engineering, and design services, and in May 2010 hired a project team, consisting of a noted architect teaming with a renowned landscape architect, project engineers, and civil engineers.

The design process began immediately, and the Committee in the summer and early fall of 2010 reviewed with the project team several design proposals. In November 2010 the Committee selected a preferred design and the selected proposal was submitted for a design development cost estimate. The cost estimators believed the proposed design to be within budget for the construction project. Meanwhile, the crematory equipment was selected and a contract for its fabrication was negotiated and agreed to. Necessary approvals for the proposed facility were obtained, and construction documents were prepared. In February 2011, the finished construction documents were released to contractors for bids. In March 2011, construction bids were opened but all bids exceeded the budgeted construction maximum. As a result, the design of the proposed facility was adjusted and the proposed facility was reduced in scope. Revised construction documents were released for rebid in June. In July 2011 bids within budget were received for the revised project and a contractor was selected to build the facility. Construction has commenced and the schedule calls for completion and first operation of the new facility by early spring 2012.

The aim of the Committee and the project team as a whole remains the creation of a state of the art facility that is not only practical and efficient, but sustainable, respectful of the Cemetery and of Duxbury, thoughtfully integrated into the landscape, and inspirational as a healing and contemplated place. That task became harder in January 2011 when we lost the advice and

inspiration of a Committee member, Joe Shea, whose untimely death was a loss not only to the Committee but to the Town as a whole. He is missed.

Respectfully submitted,  
Robert Hayes, Chairman



Architect's rendering of Cemetery/Crematory facility

## DPW Operations – Highway Department, Transfer Station, Vehicle Maintenance

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This year we had an incredibly busy winter and as always the DPW crew came through and did a fine job preparing for snow and cleaning it up after each storm. We have a great group of employees who bring a huge amount experience and a professional attitude to their work. During the 2010 – 2011 Snow and Ice Season which started on December 19, 2010 and ended on March 31, 2011, fifty (50) inches of snow fell in Duxbury. There were 31 sanding operations and 8 plowable snowstorms. We used 5,960 tons of a combination of salt and sand to keep the roadways safe and passable.

On April 1<sup>st</sup> we went right into our spring cleanup. We swept the streets and cleaned out storm basins to remove the sand that had been put down during the winter. We picked up litter and



debris that had been hidden by the snow and we painted the crosswalks that were worn from the plows and sand.

Our efforts to keep our roadways in good shape continued with help from the state's Chapter 90 Reimbursement Program. This year we paved 2.9 miles of roadway and used a total of 4,058 tons of asphalt. The roads paved were Acorn St., Chestnut St., Keene St. (the short end), Tobey Garden St., Weston Rd., and Mayflower St. In addition to paving, crack-sealing was done on Rte. 14, Lincoln St., Washington St., Delorenzo Dr., Wellington Lane and Dana Court.

I want to say thank you to our crew. Our three mechanics accomplish a lot of work and do it well and in a timely and professional manner. Our Highway Department crew is out in every storm and every hot summer day keeping our roadways safe and attractive. The Transfer Station staff deserves a lot of credit for their dedication to our continuing recycling efforts. Their efforts and, of course, the efforts of the residents of Duxbury is real and measurable. Every ton we recycle is one less ton we pay to dispose of and that saves the Town \$90 per ton. I would also like to thank all of the DPW departments for their professionalism and dedication to service throughout the year.

Respectfully submitted,

Edward C. Vickers  
Operations Manager  
Department of Public Works

## Lands and Natural Resources

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The Department of Lands and Natural Resources continues its efforts to serve the people of Duxbury by maintaining the Town's public lands, buildings, athletic fields, open spaces, fuel depot and beach handicap access ramp. The department maintains an active program of trimming street trees and roadside mowing. We take great pride in what we do and appreciate the pride the people of Duxbury take in the Town's properties.

During 2011, we continued to deal with damage to oak and maple trees caused by defoliation by gypsy moths, cankerworms and winter moths. The department's main objective is to remove dead, damaged and hazardous trees for the safety of the public. We urge the residents of Duxbury to monitor their own trees to ensure that they are not becoming a hazard. The purchase of our new aerial lift truck, which has a reach of twenty feet more than the truck it replaced will certainly make it much easier to remove some of those trees. The Town's support in updating our equipment is greatly appreciated.

The Town of Duxbury has received the Tree City USA award for the 20<sup>th</sup> consecutive year. This award is sponsored by the National Arbor Day Foundation in cooperation with the United States Department of Agriculture and the National Association of State Foresters and is given to communities that prove a dedication to beautifying and preserving public lands.

I wish to thank the crew of the Department of Lands and Natural Resources for their hard work and dedication, the other Town departments for their support, cooperation and guidance and the residents of Duxbury for assisting us in taking care of and pride in the Town's public spaces.

Respectfully submitted,  
James Savonen  
Manager of Buildings and Grounds

## Water & Sewer Division

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The following paragraphs summarize some but not all of the efforts necessary to keep the potable water running in Duxbury.

In addition to assisting with the daily operations of the department, the administrative staff was kept busy with the billing of approximately 5,500 residents bi-annually and scheduling over 1,200 appointments for field technicians. 573.77 million gallons of water was pumped, treated and then distributed to consumers. 6.4% of the water pumped was unaccounted for due to distribution system leakage. The residential gallons per capita day usage was 86 gallons. The current performance standard for public water systems is 65 gallons per person per day.

The distribution crew was kept busy with five major water main breaks and seven service line leaks in addition to replacing eight fire hydrants. G.I.S. mapping of the assets, i.e., hydrants and valves, continued. There were 230 tests performed on the various backflow prevention devices installed throughout the town. Technicians replaced 225 water meters ten years old or older. A total of 1600 linear feet of 8" water main was replaced on Millbrook Way and Bowsprit Lane as part of our PCE Pipe Replacement Program. The Distribution System was flushed in the fall of 2010 and the spring of 2011; this work is an essential component for maintaining the water quality. Truck number 2 which is primarily used for meter reading was replaced with a new model. An engineering firm updated and calibrated the hydraulic model of the water system after the addition of the high pressure zone.

The piping that provides for the overflow run off of the Captains Hill Tank was modified along with repairs to the final vent screening. On August 13, 2010, divers were contracted to conduct an interior inspection of the Captains Hill two million gallon water storage tank. In addition to gathering information on the overall condition and integrity of the structure, they were able to also remove the accumulated sediment found on the floor surface. A representative from the company who manufactured the Captains Hill tank in 1972 performed a thorough inspection along with a structural engineer on May 6, 2011. The Birch Street tank was inspected by both divers and a remotely operated vehicle equipped with a camera.

The treatment staff was busy with ongoing upgrades and maintenance. New chlorine dosing pumps were installed at the Evergreen Water Treatment Plant and at the Partridge Road well. Mayflower # 2 received a new fluoride dosing pump and a new phosphate pump was installed at the Millbrook II well site. All ten fluoride saturators were cleaned, rebuilt and returned to service. Most of the chemical feed piping was replaced at the Mayflower Street well. A new

flow transmitter was installed to replace an aging unit installed in an inappropriate location at the Partridge Street well site. A repair was made to the electrical service after a motor vehicle accident damaged the pole in front of the Evergreen water treatment plant. New security vaults for the bulk chemical delivery hook ups were installed at the Evergreen and Tremont Streets well sites. The bulk delivery piping was upgraded from PVC to stainless steel at the Evergreen site. A capital improvement project to update the SCADA system reached substantial completion.

On the sewer side of things, the shared septic systems at Wadsworth Field, Harrison Street and Cedar Street were examined by a Title 5 inspector and found to be in good working order. Repairs were made to the access covers at two lift stations, one at the Middle School and one at the High School. Preventative maintenance was performed on the many pumps and air blowers and a new pH probe was installed at the High School wastewater treatment plant. Three grinder pumps were replaced on the Bay Road shared septic system

I would like to thank the DPW Director, Town Manager, Board of Selectmen, and the Water and Sewer Advisory Board for their assistance and patience throughout the year. I would also like to take a moment and thank my entire staff for all of their hard work and devotion.

Respectfully Submitted,  
Peter Mackin  
Superintendent, Water and Sewer

## Water & Sewer Advisory Board

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For the fiscal year ending June 30, 2011, the ratepayer was introduced to 15% higher rates approved in the spring of 2010 and processed with the spring 2010 billing. Winter billed consumption can be an indicator of conservation effects by the rate payer caused by pricing, but not by rainfall or temperature changes.

<b>Billing Period</b> ( end of period noted )	<b>Consumption</b>	<b>Length of Period</b>	<b>Daily Consumption</b>
2009 Spring	170 mg	187 days	0.91 mg/day
2010 Spring	163 mg	175 days	0.93 mg/day
2011 Spring	163 mg	164 days	0.99 mg/day
2008 Fall	302 mg	184 days	1.64 mg/day
2009 Fall	247 mg	183 days	1.35 mg/day
2010 Fall	340 mg	202 days	1.68 mg/day

It has always been suggested that water usage is inelastic, particularly in areas with higher rainfall such as ours, and the Duxbury ratepayer seems to be relatively immune to the conservation effect of higher bills. However, water usage seems to be responsive to summer rainfall and temperature



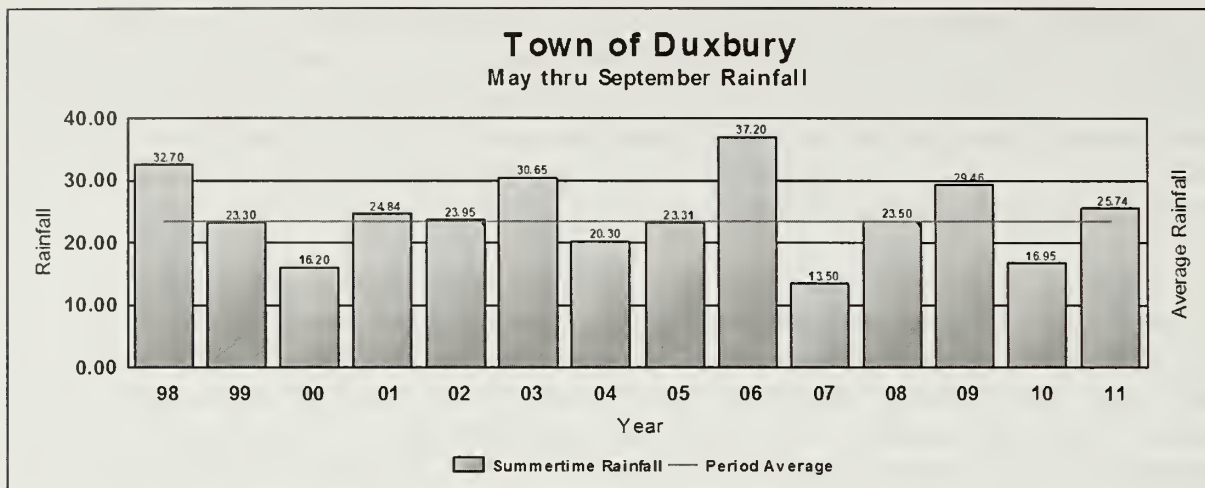
with hotter and dryer summers causing higher demand for water. As shown above, this showed up with the fall billing of 2010 resulting in a billed consumption of 340 million gallons and record revenues. The chart below shows rainfall for the summer period of May thru September illustrating the absence of significant rainfall during the summer of 2010 when compared to years before. The presence of a rate increase processed in the spring of 2010 did not seem to impact water demand during the summer of 2010.

On November 30, 2010 the chair met with Peter Mackin and Marilyn McCrory among others at the offices of the Department of Conservation and Recreation in order to discuss the 65 gallons per day per person requirement. We pointed out that a reduction of residential water demand to 65 gallons per day per person (GPDPP) was roughly equivalent to a one half inch rainfall during the year, and would be unnoticed in stream flows and aquifer levels. We also noted that in order to accomplish that goal, summer peak demand would need to be eliminated so that summer daily demand was roughly equivalent to winter daily demand. Duxbury's history over the last six years is 85 GPDPP in 2005, 81 GPDPP in 2006, 82 GPDPP in 2007, 83 GPDPP in 2008, 67 GPDPP in 2009 and 86 GPDPP in 2010 for an average of 81. They indicated that the number was a recommendation of the Water Management Act advisory committee, and that it would be the same for all communities regardless of presence or absence of stressed basins. The source of that number may have been from a nation-wide water use data bank. They also indicated that no goals were attached such as stream flows, pond and aquifer levels in order to measure the impact of this policy. Fortunately for Duxbury ratepayers, this requirement for future permitted withdrawals seems to have been withdrawn in the spring of 2011. We will continue to monitor this requirement going forward, but remained convinced that this requirement seems to be more political than environmental or based on science.

We continued to work on the new water main installation on Pine Street in order to provide more residents the benefit of public water. A budget has been prepared for plans and specifications and construction, and will be presented to the Annual Town Meeting in March 2012. Construction should begin during the fall of 2012, and be completed fairly quickly.

We also continue to work on purchasing land, water protective easements and access easements for a new well site off Teakettle Lane, and expect some progress at the Annual Town Meetings for 2012 and 2013. We expect legislative approvals will be required for some of the acquisitions resulting in a multi-year project. Although we seem to have adequate future well supplies for our current build out projections, a recent decision by the Board of Appeals on additional dwellings on a single lot, and recent requests by two property owners to reduce areas zoned as Wetlands Protection Overlay District if implemented though out town, may increase density significantly and build out projections accordingly.

The following graph shows rainfall during the summer months from 1998 thru 2011. The summer of 2010 was clearly dryer than usual although not the driest of the period shown.



Respectively submitted,

George D. Wadsworth, Chairman  
 Freeman Boynton, Jr., Clerk  
 Paul Keohan

# Recreation



## Recreation Department

- Percy Walker Pool
- Recreation Department
- North Hill Country Club



## Recreation Department

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For the eighth consecutive fiscal year the Recreation Department has struggled with dwindling resources allotted through the budget process. We are hopeful that the future will bring a brighter fiscal situation that will allow us to maintain and expand our level of excellence. The Department had an exciting year opening a newly renovated Percy Walker Pool which will prove to be a great asset for years to come for our residents.

### **Percy Walker Pool**

The pool received a 2.2 million dollar facelift this past fiscal year and finally re-opened to the public on June 1, 2010.

Some of the highlights of this renovation include more natural light with the installation of windows facing the playing fields. Totally new HVAC systems, including air conditioning and dehumidification within all areas of the building were installed. A new roof was installed and all windows and doors were replaced in the interior and exterior of the facility.

Both the men's and women's locker rooms were completely refurbished including new tiled floors, sinks, toilets, changing areas, shower stalls, etc. In addition, in these areas we added low flow faucets, toilets and sinks as well as suit spinners and energy efficient hand dryers.

Another new and exciting improvement to the facility is the addition of a family locker room. This locker room will allow families with young children to use the bathroom, shower and change without having to interact with the general public in the main locker room areas.

The Pool also received a new filtration system and many upgrades to the pool operation itself were included. The project also installed a brand new set of stairs into the pool area itself which can now be used by patrons of all ages.

Also the Pool received many coats of fresh paint, and new energy efficient lights, all of which make our facility a cleaner, happier place to enjoy swimming. We hope that these long awaited improvements will have residents enjoying our municipal swimming pool for decades to come.

Finally, the pool was well received by the public. Many people have commented how wonderful the new renovations are. The pool is open 110 hours per week and is a busy place for residents and non-residents alike.

### **Recreation Department**

The Recreation Department offered 40 year round programs to Duxbury residents in fiscal year 2011. The Recreation Revolving Fund generated revenues of \$335,000 and had expenditures of \$300,000. The Recreation Revolving Fund employed 105 part time employees and was also assisted by over 200 community volunteers. In fiscal year 2011 over 3,300 residents registered for our 40 programs.

The playing fields in the Town of Duxbury continue to be an extremely popular destination for people in Town. This past year over 6,000 residents used our playing fields.

Residents have responded positively to the new Activenet registration program. This allows our residents to register for Recreation and Pool programs from the comfort of their homes on their private computers. We have also updated and improved the Recreation Department website, ([www.town.duxbury.ma.us/recreation](http://www.town.duxbury.ma.us/recreation)) adding a "Recreation Notices" section as well as a "Recreation Calendar", providing up to date information on programs to our residents.

#### **North Hill Country Club**

This past year was a year of transition for the North Hill Country Club. After a lengthy court process, the golf course saw a new management company begin its contact on April 1, 2011. Pilgrim Golf LLC began managing North Hill this past spring and has worked very hard to make North Hill a tremendous Town owned asset.

In the short time that Pilgrim Golf LLC has been there they have, at their own expense, improved clubhouse conditions, purchased and installed various kitchen equipment and undertaken much course work that was long needed.

The contract with Pilgrim Golf LLC is for a five year period and the Recreation Department looks forward to working with them.

I would like to thank my staff at the Recreation Department and pool as well as the Recreation Activities Committee and the North Hill Advisory Committee, for all their assistance during the past year.

Respectfully submitted,  
Gordon H. Cushing  
Recreation Director

# State and Local Information

## GEOGRAPHIC DESCRIPTION AND STATISTICS FOR DUXBURY

Location: Eastern Massachusetts, bordered by Pembroke on the west, Marshfield on the north, Kingston on the south, and the Atlantic Ocean on the east and southeast. Duxbury is 33 miles south of Boston and 246 miles from New York City.

**Total Area:** 37.63 sq. miles

**Land Area:** 23.76 sq. miles

**Population:** 15,392  
(Town Clerk, 06/30/2011)

**Climate:** (National Climatic Data Center, Plymouth Station)

Normal temperature in January: 26.5°F  
Normal temperature in July: 71.0°F  
Normal annual precipitation: 48.8"

## TOWN GOVERNMENT



### Municipal Offices

**878 Tremont St., Duxbury, MA 02332**

Monday: 8:00 AM - 7:00 PM

Tuesday through Thursday: 8:00 AM - 4:00 PM

Friday: 8am - 12:30 PM

### Form of Government:

3-Member Elected Board of Selectmen  
Town Manager  
Open Town Meeting(s)

**Year Incorporated as a town: 1637**

### Registered Voters

(Town Clerk, 01/01/2011)

Total	Number
Registered	10,713
Democrats	2,115
Republicans	2,403
Other parties	44
Un-enrolled voters	6,151



## U.S. LEGISLATORS

**US Senator** John F. Kerry  
218 Russell Senate Office Building  
Washington DC 20510  
(202) 224-2742

**US Senator** Scott P. Brown  
317 Russell Senate Office Building  
Washington DC 20510  
(202) 224-4543

**US Congressman** Bill Keating  
Rayburn House Office Building  
Washington, DC 20505

To contact U.S. Legislators via e-mail, please visit: [www.usa.gov](http://www.usa.gov)



## STATE AND COUNTY REPRESENTATION

**State Senator** Robert L. Hedlund  
State House  
Boston, MA 02133  
617-722-1646  
[Robert.Hedlund@state.ma.us](mailto:Robert.Hedlund@state.ma.us)

### State Representatives

Precincts 2-5 Daniel K. Webster  
State House  
Boston, MA 02133  
617-722-2487  
[Rep.DanielWebster@hou.state.ma.us](mailto:Rep.DanielWebster@hou.state.ma.us)

Precincts 1 and 6 Thomas J. Calter  
State House  
Boston, MA 02133  
617-722-2305  
[Rep.ThomasCalter@hou.state.ma.us](mailto:Rep.ThomasCalter@hou.state.ma.us)



**IMPORTANT TELEPHONE NUMBERS**  
**DUXBURY TOWN HALL: 781-934-1100**  
DEPARTMENT EXTENSIONS

Accounting & Finance	132
Assessors	115
Board of Health	140
Building Department	125
Conservation	134
DPW	142
Employee/Retiree Health Insurance & Benefits	163
Highway	131
Information Systems	156
Lands & Natural Resources	133
<b>STICKERS</b> (Transfer Station & Beach)	147
Personnel (Human Resources)	143
Planning	148
Selectmen	149
Town Clerk	150
Town Manager	141
Treasurer/Collector	147
Water Dept.	129
Zoning Board of Appeals	122

<b>Other Important Numbers (Outside Town Hall):</b>	
<b>For Police &amp; Fire Emergencies</b>	<b>911</b>
Fire (non-emergency)	781-934-5693
Police (non-emergency)	781-934-5656
Animal Control	781-934-6424
Cemetery	781-934-5261
Council on Aging (Senior Center)	781-934-5774
Council on Aging Bus	781-934-6800
Duxbury Free Library	781-934-2721
Harbormaster	781-934-2866
Housing Authority	781-934-6618
Percy Walker Pool	781-934-2464
Plymouth County Mosquito Control	781-585-5450
Recreation	781-934-7034
Schools Administration:	781-934-7600
Veteran's Services:	781-934-5774

**Town Website:** [www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)  
**Town Address:** 878 Tremont St., Duxbury MA 02332  
**Town Hall Hours:** Monday: 8 AM - 7 PM Tues.- Thurs.: 8 AM - 4 PM  
Friday: 8AM – 12:30 PM



N OF  
**DUXBURY**  
MASSACHUSETTS



POWDER POINT BRIDGE, DUXBURY



1637—2012



**Annual Town Report**

for the period covering  
July 1, 2011 through June 30, 2012



Please refer to the list below for a brief list of some of the services available through various Town Hall departments. For more information, please stop by or call the appropriate office and we will be happy to assist you!

Telephone	<u>Department</u>
Extension	

- x149      **Selectmen/Town Manager:** Address specific concerns to the Selectmen or the Town Manager; pay Parking Citations to the Parking Clerk; obtain Talent Bank Applications; obtain Employment Applications.
- x150      **Town Clerk:** Obtain Birth, Death, Marriage certificates; Marriage licenses, dog licenses, business certificates, voter registration and election information.
- "0"      **Receptionist:** Resident (non-commercial) clamming permits; beach horseback riding permits; mooring applications, waiting lists and payments, conservation maps and general information.
- x134      **Conservation:** Questions regarding ecology/conservation, whether or not in conjunction with building construction.
- x143      **Human Resources Officer**
- x163      **Employee Health Benefits**
- x148      **Planning Board:** Questions regarding development of property.
- x125      **Municipal Services:** Obtain building, zoning, plumbing, gas, wiring, home occupation, business occupation, sign, certificate of occupancy permits, and zoning and building code enforcement..
- x140      **Board of Health:** Obtain Title V septic information; file plans and obtain permits for septic systems; obtain well permits; obtain permits for the keeping of farm animals; report health issues and obtain information on a variety of health-related subjects; Liquor License Information.
- x142      **Department of Public Works:** You may refer general questions to the DPW office, or specific issues can be addressed to the appropriate department:  
                Animal Control                                 781-934-6424  
                Cemetery                                     781-934-5261  
                Highway   x 131  
                Lands and Natural Resources                 x 133  
                Water Department                         x 129
- x115      **Assessing Department:** Obtain records and information pertaining to real property, motor vehicle excise tax, personal property, the boat excise tax and other matters.
- x132      **Accountant's Office:** Obtain information on the financial health of the town.
- x147      **Treasurer/Collector:** Pay tax and water bills; obtain beach and transfer station stickers. Municipal lien requests.

**For Reference**

MAR 19 2013

Not to be taken from this room



# Annual Report

July 1, 2011 – June 30, 2012

[www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)

# In Memoriam

Ruth Rowley

February 16, 1921 - July 19, 2011



Ruth was a long time resident and political legend in Duxbury. The first woman elected to the Duxbury Board of Selectmen, serving from 1974 – 1977, Ruth was well known for her participation not only in local government but also district, state-wide and national campaigns. She could frequently be found at Town Hall, at Board and Committee meetings and neighborhood gatherings sharing her knowledge and wisdom. She was sure to be found at each and every town meeting, start to finish, raising questions and sharing her concerns. She was the “go-to” person if you needed information on past town meeting warrant articles, the outcome of the votes, if you were concerned about a proposed project in town, and she was your must “go-to” person if you were considering a run for an elected position.

Ruth Rowley understood the workings of town government and she spoke its many languages. She was fluent in Preservation, Conservation, Wetland Protection and Title V. Ruth spoke and was passionate about planning and could hold her own during discussions of soil conditions and drainage calculations. She was completely comfortable speaking “zoning”, often citing and correctly referencing Mass General Laws. Ruth's knowledge was vast and she was deeply committed to the due process that allows for the participation and protection of all and the transparency of the process itself.

Ruth believed that by getting involved you could make a difference - “get your friends and neighbors to join you and you can change the world”. She encouraged all of us to participate, if only to respectfully raise the questions that needed to be asked and considered. Creating a town that was inclusive and affordable for all was her dream to the end.

Ruth Rowley was a mentor to many, a tireless inspiration and a wealth of knowledge. We will miss her presence but will forever benefit from her love and commitment to our town and its residents. Thank you, Ruth.

Ruth Rowley died at the age of 90 on July 19, 2011.



# John P. Leonard

February 25, 1933 - March 8, 2012



**John with his wife Catherine**

On March 8, 2012, the town of Duxbury lost a devoted public servant with the passing of John P. Leonard. John moved to Duxbury in 1969, having summered here for many years as a child. During his 43 years as a resident, he left an indelible mark serving both publically and privately. He was a member of the Board of Assessors for 5 years, the Board of Selectmen for 9 years, serving 7 years as its Chairman. He was a Trustee, Director, and Treasurer of the Duxbury Beach Reservation for over 25 years. John also volunteered in various capacities (finance committee, parish council) at his church for more than 24 years. In retirement, John was asked to serve on CURA/VNA's board and he readily accepted the challenge, which included 2 years as the board president. John and his wife, Catherine, raised their five children here in Duxbury. All of the above speaks to John's core values which were family, faith, and service.

John was both a leader by example and he embodied the spirit of volunteerism that makes Duxbury such a great place to live and raise a family.

# Duxbury's 375<sup>th</sup> Anniversary

## 1637 – 2012

The Town of Duxbury was incorporated on June 17, 1637. This year marks the occasion of Town's 375<sup>th</sup> Anniversary.

Duxbury was inhabited by Native Americans as early as 1200 BC. The area was known by the Wampanoags as "Mattakeesett" or "Place of Many Fish". The English settlers from Plymouth, known as Pilgrims, settled here as early as 1627. Some of Duxbury's first residents included Myles Standish, John Alden and Elder William Brewster.

Duxbury supported the separation from England and dedicated its men and women to the American Revolution. Following the Revolution, Duxbury's maritime era expanded as large fishing schooners and marine vessels were built in shipyards along Duxbury Bay. The Town became the largest producer of sailing vessels on the South Shore. In 1840, Ezra "King Caesar" Weston built the eight hundred and eighty ton ship, *Hope*, which at the time was the largest vessel in New England.

In 1869, a pioneering submarine cable engineered by Atlantic Cable & Undersea Communications established the French Atlantic Cable running from Brest, France to Duxbury. This cable established a connection between Europe and the United States that included, for many years, a cable office in Duxbury.

Duxbury's natural beauty, beaches, and bay made the Town a summer destination starting in the 1870's with the completion of the Duxbury Cohasset Railroad line to Boston.

Today, Duxbury's maritime past is seen in its bustling waterfront and commercial aquaculture industry. Duxbury is a modern and vibrant community that respects its history and looks forward to carrying this long-held tradition into the future.



The Town's **"Birthday Week"** was celebrated with an Old Fashioned Clambake on the beach, a Summerfest fun day for the kids, and on June 17th, the Town's actual Birthday, a Town-wide picnic on the Town Green with music and of course, a birthday cake. Duxbury's celebrations and milestone birthday were the subject of a segment on WCVB Channel 5's *"Chronicle"* broadcast on July 17, 2012.



The clambake tent at Duxbury Beach Park



Cooking the old fashioned way —  
on a bed of hot rocks



Enjoying dinner at Duxbury Beach



375th Anniversary Committee members Janet Ritch, Sandy Sweetser, Pam Smith, Nancy Reed, Terry Vose, Stuart Ruggles, Tony Chamberlain, Josh Cutler, Don Reed, Susan Kelley, Anne Antonellis (Co-Chair), Matt Vigneau, Candy Weiler and Tony Kelso (Co-Chair). Missing from photo: Karen Barry, Myrna Walsh, Bill Thayer, Patrick Brown (Ex-Officio).



Jackson Whetherbee's acoustic  
sound entertained the crowd during  
the picnic



The Snug Harbor Chorus opened the festivities at the  
Birthday picnic



Residents enjoyed a beautiful  
day on the Town Green.



The 375th Committee sponsored an essay contest for all Duxbury students grades 2—12, to commemorate the long and rich history of our town. The theme was *What Makes Duxbury Unique to Me!*. The Committee received 154 thoughtfully written essays from all age categories. The winners were:

Grade 2 age category: Caroline Eldredge, a 2nd grader at Chandler School

Grades 3– 5 age category: Chasey Sampson, a 4th grader at Alden School

Grades 6 - 8 age category: Lila Jones, a 6th grader at the Middle School

Grade 9 - 12 age category: Cameron Myette, an 11th grader at DHS

Essay Contest winners were acknowledged for their entries with medals and prizes. Their essays, read aloud at the Town's Birthday picnic, are reprinted below.

***What Makes Duxbury Unique to Me?***

**Caroline Eldredge, grade 2**

Duxbury is unique to me because there is always something to do in every season! Every season brings changes to Duxbury. In winter Duxbury has the best sledding hills. To sled I like to go to Miramar. A lot of my friends go to North Hill. Maybe next year I'll go! Duxbury has great places to ice skate! There are bogs and ponds everywhere! Who could forget the Christmas tree lighting on the Town Green? Hot chocolate and visits with Santa – what fun! Duxbury is so beautiful around the holidays. I like driving around TinkerTown with my family on Christmas Eve to see the luminaries. Don't get me wrong, winter isn't the only great season!

When the weather warms up, Duxbury has so many things to do! Duxbury has the best playgrounds! My favorite is the one behind the Library. On the weekends you can find me playing sports. There are so many choices in Duxbury! When school is out, Duxbury is the place to be! No other town has a beach like ours! If you want ice cream, check out FarFar's and Scoops! The toy shop Once Upon a Time is next to FarFar's. My mom used to work there! They have great toys! I'm always excited for the 4<sup>th</sup> of July parade! I love to see the parade and catch the candy! This year I am going to Camp Wing! It's so cool that there are camps right here in Duxbury.

When the weather cools down again, it's back to school! This time of year I like to sign up for classes at the Duxbury Art Association. I've taken Animal Art and Sewing already and I can't wait to try more! This is when the leaves start to fall. I love jumping in the leaf piles my parents rake up! I also love to walk on the trails and around the bogs to see the fall colors.

Duxbury is beautiful in any season!



375th Committee Members Janet Ritch, Tony Chamberlain, and Candy Weiler with the Essay Contest Winners

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***What Makes Duxbury Unique To Me***

**Chasey Sampson, 4<sup>th</sup> Grade**

Duxbury is a very unique town. Long, long ago, settlers came here on a ship called the Mayflower. They did not want to live in England because King James made unfair laws about churches and religion. The pilgrims did not like him, so they got on the Mayflower and they left. Two people on the ship were Captain Miles Standish and Henry Sampson. I am related to both of them. Henry Sampson was one of the first settlers of Duxbury. His nephew married Miles Standish's granddaughter, and they had a son named Miles Sampson. This is my little brother's name now! Henry Sampson owned the land where my church is now (Pilgrim Church). To me, it

is unique that my relative owned the land where I now go to church! Miles Standish was also one of the first settlers of Duxbury. Now there is monument dedicated to him. You can go up to the top and see almost all of Duxbury. There are 147 steps to reach the top – we counted!

The beach is another thing about Duxbury that makes it very unique. At Duxbury beach the water is very cold, but I love to swim in it anyway! You can drive your car onto the beach! When I go to Duxbury beach, we stay until night time and we have barbecues. While I am at Duxbury beach the sun beats down on my back and I feel the sand between my fingers and toes. I hear seagulls squawking and the sound of many people enjoying the beach. The beach definitely makes Duxbury unique!

Bluefish River and Powder Point Bridge are two things that make Duxbury unique. Bluefish River Bridge is a bridge you can jump off at high tide! Whenever we drive past the bridge, we look to see if it is high or low tide. Sometimes it is dead low tide and the boats are sitting in the mud. At high tide you can jump off the bridge. I have done this a couple of times. I swing my leg over the railing. I gracefully leap off the ledge and fly through the air and land with a pleasing splash in the freezing water below. The Powder Point Bridge is a long, long wooden bridge. When we drive over it, we try to hold our breath the whole time. You can either drive over it or walk over it to get to the beach. Those are two fun things that make Duxbury unique!

The Duxbury library makes Duxbury unique to me. The Duxbury Free Library is a huge library filled with any type of book you can imagine. The shelves seem to touch the sky filled with books for all to enjoy. There are special rooms where you can do your homework or do an afterschool group activity. I do Junior Garden Club and knitting at the library. My favorite books to get at the library are Nancy Drew mysteries.

Another thing that makes Duxbury unique is Bumpus Park. With its luscious green grass, tall climbing trees, and the ocean right next to it, Bumpus Park is very unique. My family calls it “Daredevil Park” because we always climb trees and jump off them like daredevils. Sometimes we have picnic lunches or dinners at Daredevil Park. At DareDevil Park the trees are so close together that I try not to touch the ground and jump from tree to tree. It is a very unique place in Duxbury!

Lastly, Duxbury is unique because of the King Caesar House. I did a camp called Time Travelers Camp this past April vacation at the King Caesar House. We learned how to make paper, do calligraphy, make tin art, and make butter, ice cream, and “1,2,3,4 cake.” It’s amazing how hundreds of years ago people used to live in that house – it wasn’t a museum. At one time, it was Powder Point School for Boys. The King Caesar House makes Duxbury very unique!

Duxbury is a very unique town, and I feel glad to live in it. Duxbury is a town full of history. When we walk around Duxbury, we are walking where the Pilgrims walked. In most places you can’t walk around history all the time. Duxbury is a unique town. Happy 375<sup>th</sup> Birthday, Duxbury!

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### ***What Makes Duxbury Unique to Me!***

#### **A tour with Lila Jones, grade 6**

Hello and welcome to Duxbury, Massachusetts. Today we will be discussing my favorite attractions in this great town. You may even have been to some yourself. Today I will be specifically focusing on my Top 5 favorites. Let’s begin.

One amazing attraction in Duxbury is one that is difficult to overlook, Duxbury Beach! Enter the beach by traveling over the half-mile long Powder Point Bridge; built in 1892 it became the world’s longest wooden bridge! After you cross the bridge, follow the path onto the beach. The path is bordered by a wooden fence and lacy, bright pink beach roses. When you are finished walking the path, spread out your towel, lather some sunscreen on, and enjoy the beauty of the beach. The roar and crashing of the waves as they forcefully slam against the sand, their white tips perched on the denim blue surf. You will hear seagulls chattering and cawing above you, and squeals of laughter from delighted children splashing, boogie boarding, and building sand castles.



I know you've had fun on the beach, but now it's time to move onto our next attraction, the Bluefish River. Here at the Bluefish River you can let the tides casually propel you down the winding river or you could sit and fish. You can even jump off the Bluefish River Bridge, when it's high tide of course. Not in the mood for getting wet? That's all right, too. Just take the roughly five-minute walk to Snug Harbor. You can check out the boats, go whale watching, or get an ice cream from French Memories Bakery. You can check out some of the other shops also.

You might want to dry off for our next destination because unlike our first two, you won't be swimming here. You may've guessed it; our next stop is Halls Corner. Halls Corner has been a very important crossroads since the days of the Pilgrims. It is named after Captain Daniel Hall, the owner of a tavern in the 1800s. There is a gas station currently sitting where the tavern used to be almost 200 years ago. At Halls Corner you can explore the shops like Dunkin Donuts, Cottons, Scoops, One, Rock Paper Scissors, Westwinds Bookstore, and several more.

Our next destination is the Myles Standish Monument. The Myles Standish Monument sits on Captain's Hill. When the people of Duxbury decided to make the monument, they received funds from Mr. J. Henry Stickney from Baltimore, Maryland. Building was started in 1871. When the monument was 70 ft tall, they ran out of funding. By the time they had enough funding to continue it was 1889. The granite on the lower part of the monument is a slightly lighter in color so today you can still see where the construction was delayed. Pretty cool, huh?

Next stop? That would be the John Alden House Museum. John Alden was a ship-carpenter and a cooper. He married Priscilla Mullins on May 12<sup>th</sup>, 1622. John and Priscilla had 10 children. Today the house is owned by the Alden Kindred of America Family Association. You can tour the house and learn about what life was like then. I think the coolest thing about the Alden House is that it is one of the only houses from the 17<sup>th</sup> century left today that has been "untouched" in a sense. What I mean is that the Alden House hasn't had any changes to keep up with modern times, like plumbing, electricity, modern kitchens, etc. Although these might be considered "improvements," it takes away from the historic preserve factor of the house, which I think is the coolest part! Unfortunately, this is the end of our tour, but not the end of this paper.

The pilgrims came here because they wanted a better life. A couple years ago, my family moved to Duxbury for the same reason. My parents thought it would be good for us to grow up near the ocean, and obtain our education in great schools, two things Duxbury has willingly offered. We have enjoyed living here so much. Everyone here is so nice. Duxbury is more than a town. We're more like a family. You feel as if you know everybody. We love the safe and fun atmosphere Duxbury offers us. Even though I've just listed some of the main attractions in Duxbury, that isn't the only thing that makes Duxbury what it is. There are plenty of equally great places to visit. Coastal Living magazine voted Duxbury on the Top 3 list for "cute, quaint beach towns", and as flattering as this is, Duxbury is even more than THAT. It's hard to describe what a great place this town really is, you have to visit us and find out. Living here, I can definitely understand why the pilgrims came here so many years ago.

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### **What Makes Duxbury Unique to Me** **Cameron Myette, grade 11**

In the state of Massachusetts, every town is unique. One might have a history of important trade while others could be the birthplace of important people. The town of Duxbury is steeped in rich tradition and history in many ways. It was the second town incorporated into the commonwealth of Massachusetts. It was a producer of ships during the 17<sup>th</sup> and 18<sup>th</sup> centuries. Duxbury has been around for many years. And in those years, Duxbury has been a place I call home now. The amount of camaraderie that Duxbury has is what makes Duxbury unique to me.

When I came to Duxbury when I was a freshman, I was new and didn't know anyone. I kept in mind that everyone in my grade was new to the high school but they had their group of friends and I had no one. I will admit, I



thought the kids in Duxbury wore high class clothing to school and I thought I wouldn't fit in. I strongly disliked middle school when I was at my old town. I was bullied for stupid reasons, even by some of the girls. For me, it was not a good situation to be in. To my surprise and relief, the school had this day before the actual first day of school hosted by the link-crew to get all new students comfortable with the high school. Granted I still got lost sometimes but it did help. That same day, one student actually welcomed me to Duxbury. It was just a quick handshake and a few words, but it meant a lot. The majority of students made it easy to fit in and by the second week, I had someone to sit with at every lunch and I was just like everyone else. It is this sense of camaraderie that makes Duxbury unique to me.

When my family and I moved to Duxbury, our new home was situated next to a cemetery. It was a little cemetery named Dingely Cemetery. I would have never thought that I would be living next to a cemetery. I quickly got used to it and later found out that it was the resting place of four Veterans of our past military. They fought in our Revolution and the War of 1812. My mother later informed me that every Memorial Day, the American Legion comes to the cemetery and takes part in a ceremony honoring the memory and sacrifices that each of them made. So on the morning of Memorial Day, out of respect, I put on my uniform and stood at parade rest at the entrance waiting for the American Legion to arrive. I did not know what to expect so I made sure I looked good and ready. They arrived and asked me if I wanted to be in their formation. I immediately responded with a confident "Yes Sir" and joined them in the ceremony. I had never met them but because we shared a common purpose, to respect the ones that sacrificed everything, we trusted each other. It is this sense of camaraderie that makes Duxbury unique to me.

Fast forward to August 2011 and we received the news that a West Point graduate from Duxbury has passed away while serving our country. As a town, we came together. We supported Lt. Steele's family and honored his memory admirably. The amount of respect and pride that I saw was strong, so strong that I have seen it this whole school year. As a student body, we created posters to remember him. The Duxbury football team dedicated their season to Lt. Steele's memory. We will never forget his service to us. It showed me that this town of Duxbury is one unit, one team ready to support anyone in a time of need. It is this sense of camaraderie that makes Duxbury unique to me.

The town of Duxbury, Massachusetts has been around for a long time. 375 years to be exact. It is small in size but the hearts of the citizens that live here are huge in the idea of camaraderie. I was welcomed with open arms when I came here. We remember those who have fought for our freedom and support those in a time of need. We are one unit, one team with the colors of green and white. I am proud to be a Dragon, now and forever. Happy Birthday Duxbury.

**Fourth of July** — The Fourth of July celebration paid tribute to Duxbury's history. The parade theme: *Around Town for 375 years, 1637—2012*. Grand Marshalls of this year's parade were Patrick Browne, Carolyn Ravenscroft and Alison Arnold of the Duxbury Rural & Historical Society. 375th Spirit was seen not only in the parade but also at the annual July 4th beach party.



Grand Marshalls Carolyn Ravenscroft,  
Patrick Brown and Alison Arnold



Floats celebrated 375 years.....



...and Town landmarks.



The 375th Committee's 4th of July float won the  
Margery Parcher Cup



The Annual Beach Party wrapped up the 4th of July celebration





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### **PHOTO CREDITS & THANKS**

In celebration of Duxbury's 375th Anniversary, the Town's past is highlighted in the many photos included in this Town Report. Thanks to the Duxbury Rural & Historical Society for providing the old photographs and to Carolyn Ravenscroft for her time and help with the selections.

Other photos include: Pg. 4 (Ruth Rowley) Courtesy of the Rowley Family; Pg. 5 (John & Catherine Leonard) Courtesy of the Leonard Family; Pg. 7 (375th Birthday Week Festivities) by Pamela Campbell Smith; Pg. 8 (Essay Contest winners) by Pamela Campbell Smith; Pg. 12 (4th of July Parade and beach party) by Annie Potash; Pg. 15 (Selectmen & Town Manager) by Susan Kelley; Pg. 27 (Nancy Oates) by the *Duxbury Clipper*; Pg. 120 (Osprey Nest) by Joseph Grady; Pg. 121 (Aerial view of Duxbury) unknown; Pg.122 (Planning Board) Courtesy of the Planning Board; -Pg. 157 (Central Fire Station) Courtesy of the Fire Department; Pg. 162 (new Crematory) by Robert Hayes; Pg. 165 (Water Tower and Water Department Crew) Courtesy of the Water Department; Back Cover - 375th Anniversary logo designed by Kara Chase

# Town Administration

Board of Selectmen

Town Manager



Board of Selectmen: Shawn Dahlen, Vice-Chair;  
Ted Flynn, Chair; David Madigan, Clerk



Richard MacDonald, Town Manager

## Board of Selectmen

In reflecting on the last year as a Selectman, I am constantly reminded of the strengths that make our community so successful in every way imaginable. It is the hundreds of volunteers who bring their pro bono expertise to town and help us to make better decisions. It is our talented staff who work tirelessly to make Duxbury a better and better place to live, to raise and educate our children, and to enjoy the beauty of our rural seaside community.

I could go on, but suffice it to say, some of the major projects approved, started or completed during the year were the police station, middle school and high school, crematorium and a major addition to the fire station. This year, town meeting approved the position of Facilities Manager, to be funded next year, to oversee the fifty major buildings that are part of our infrastructure.

As Selectmen, we thank all of you who make our job much easier, our decisions better for the community.

Again, our thanks.

Theodore J. Flynn, Chair  
Shawn Dahlen, Vice Chair  
David J. Madigan, Clerk

## Town Manager

It is with great sadness that I submit my final Town Manager's report for the year ended June 30, 2012. It has been a great honor to have served this fine community as your Town Manager for the last seven years. Together we have experienced some great moments as well as some that have been difficult to overcome.

In the last seven years, we have seen our bond rating raised to AAA, we have increased the balances in our reserves by nearly 200%, and we have gone from relying on Free Cash to balance our budget to a budget that is based solely on renewable revenues. At the same time, Free Cash has allowed us to build our capital program from \$178,000 in FY 2007 to nearly \$1,300,000 in FY 2012.

While our budgets, like many in our Commonwealth, have been restricted in growth, we have endeavored to focus our attention on professionalizing our management team and improving the efficiency and cost effectiveness of our services. A Human Resources department was added which reaped benefits immediately with improving the Town's compliance with Federal, State and other agencies. Additionally, the advent of Human Resources has helped to improve employee relations and the delivery of employee benefits. During my tenure, no greater example of cost effectiveness can be found than the transition to pay-as-you-throw. This method of waste disposal reduced hauling expenses by hundreds of thousands of dollars, while making it more convenient for the resident at the transfer station.

While we have greatly increased our efforts to maintain our buildings, we have seen a flurry of building activity replacing those buildings which have exceeded their useful lives. Over the past few years, Town Meeting and the residents have seen fit to fund a new crematory and police station as well as rehabilitate the fire station. The October 2011 special town meeting and subsequent passage of a ballot question resulted in the Town's most ambitious venture yet; that being the construction of a middle school/high school complete with athletic fields and a field house.



Through the use of Free Cash, the Town was able to increase its reserves balances by \$400,000. This raised the Stabilization to \$2.1 million and Pension Reserve to \$589,000. We continue to strengthen our reserves as part of our overall strategic plan.

The Town's Capital Improvement program continued to provide strong support for building and equipment needs throughout the Town. This year, over \$1.6 million was voted to replace or repair many items. Several vehicles were replaced, lighting was upgraded and improved public safety communications were installed. I expect that this trend will continue going forward.

Our new state of the art Crematory and Cemetery Office opened its doors in June. Many thanks go out to the Crematory Building Committee for the hours and effort spent working on this project. Special thanks go to Bob Hayes, Committee Chairman; Emmett Sheehan, Cemetery Trustee; Patricia Pappas, Cemetery Superintendent; Jim Savonen, Manager of Buildings and Grounds; Peter Buttkus, DPW Director; Ed Vickers, DPW Operations Manager; Peter Mackin, Water Superintendent; Scott Lambiase, Director of Municipal Services and all of their departments. Everyone involved in this project did an amazing job of bringing this very tightly funded project in under budget!

The expansion and renovations of the Central Fire Station on Tremont Street are nearing completion. Demolition of the old north wing and subsequent construction of the new two-story addition to house the administration offices and crew's quarters was a challenge for the Fire Department staff. They worked around the many construction workers inside and outside the building and were able to maintain the outstanding services that we have come to expect from the Duxbury Fire Department.

While the Human Resources department continues their Town-wide effort to re-write and update job descriptions, the ongoing negotiation of union contracts and labor relations, job training and benefits administration, their main focus this year was Municipal Health Insurance Reform. With the elimination of the Master Health Plus indemnity plan and institution of new plans, which include new co-pays and the introduction of deductibles, the Town will be brought into compliance with the National Health Care Reform law. In addition, these changes to the Health Care plans offered to Town employees will save the Town more than \$2.2 million over the next three years.

In addition to the savings realized through the Health Care Reform, the Risk Management Committee continued their efforts to ensure that the risk management control measures create a safe work environment. The Committee, comprised of the Human Resources Officer, Executive Assistant to the Town Manager, Town and School Department Heads and our Loss Control Manager from Massachusetts Inter-local Insurance Association (MILA), worked to provide educational opportunities and seminars to Town Employees. Through participation in these educational opportunities and continued risk management procedures, the Town earned a credit of \$34,618 toward our overall premium costs.

### **Transitions and Retirements -**

In May 2012, Duxbury ended a long term relationship with Town Attorney Robert Troy of Troy Wall Associates. Bob served the Town for 26 years. The Board of Selectmen appointed interim Town Counsel Arthur Kreiger of Anderson & Kreiger, LLP.

In March, my Executive Assistant, Barbara Mello, accepted a position with the Town of Braintree. I want to thank Barbara for her years of dedicated service to the office as well as the citizens of Duxbury. At the same time, I would like to welcome Susan Kelley who transitioned to this office from her position of Assistant Town Clerk. Also deserving acknowledgement is Anne Murray, Assistant to the Board of Selectmen and Town Manager's office. Anne helped to make this transition seamless at a very busy time. Thank you Anne.

2012 saw the retirement of several long-time employees. Best wishes to Mary McCarron, who retired after 15 years having served as Assistant Town Clerk and most recently in the Assessor's Office; Doreen Recke, retiring from the library after 15 years; Susan James retiring from the Police Department after 34 years; and Gail Cannon who retired from the Cemetery Department after 44 years of service. Congratulations and thank you for your dedication to the Town.

#### **Deaths -**

Finally, Duxbury saw the loss of 2 individuals who were active and committed to Town government.

Ruth Rowley died on July 19, 2011. Ruth, a long-time resident, was very active in town government as well as district, state and national campaigns. She was the first woman elected to the Duxbury Board of Selectmen, serving from 1974-1977. Ruth could be found at board and committee meetings, Town Hall, every Town Meeting from start to finish, raising questions and concerns and sharing her knowledge. She was passionate about the political process and encouraged everyone to get involved believing that anyone, everyone, could make a difference.

John Leonard died on March 8, 2012. John was a devoted public servant, serving 5 years on the Board of Assessors and 9 years on the Board of Selectmen, 7 years as the Chairman. He was a Trustee, Director and Treasurer of the Duxbury Beach Reservation for over 25 years and also served in many capacities at his church. John's dedication to the community could be seen in the example he set.

#### **Summary -**

In closing, I would like to thank the staff, the talented Department Heads, the many committed volunteers and citizens of Duxbury. It has been my pleasure to serve as your Town Manager. I am grateful for the support I have received and will rest assured that I leave Duxbury in good hands.

Respectfully submitted,  
Richard R. MacDonald, Town Manager

# Town Clerk's Report



Town Meeting  
circa 1900

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## Town Officials

Special Town Meeting - October 29, 2011

Special Town Election - November 5, 2011

Presidential Primary - March 6, 2012

Annual Town Meeting - March 10, 2012

Special Town Meeting - March 10, 2012

Annual Town Election - March 24, 2012



# Town Officials

July 1, 2011 to JUNE 30, 2012

## ELECTED

### SELECTMEN

Shawn M. Dahlen, Vice Chair	2013
Theodore Flynn, Chair	2014
David J. Madigan, Clerk	2015

### ASSESSORS

June Albritton, Clerk	2014
Linda Collari, Chair	2015
James G. MacNab, Vice Chair	2013

### MODERATOR

Friend S. Weiler, Sr.	2013
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### TOWN CLERK

Nancy M. Oates	2013
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### SCHOOL COMMITTEE

Mary Lou Buell	2013
Maureen C. Connolly	2014
John P. Heinstadt	2015
Gary R. Magnuson	2013
Anne R. Ward	2014

### PLANNING BOARD

John P. Bear	2015
Scott C. Casagrande (elected 3/2012)	2017
Josh S. Cutler	2014
Cynthia L. Fiorini, Clerk	2013
Brian E. Glennon, II	2013
Amy MacNab, Chair (term expired 3/2012)	2012
Jennifer W. Turcotte	2016
George D. Wadsworth, Chair (as of 3/2012)	2014

### LIBRARY TRUSTEES

Paula S. Harris, Vice Chair	2015
Lamont Healy	2013
Brooke H. McDonough	2014
Elane S. Mutkoski, Chair	2015
Donna M. Ryan	2014
Laura F. Sullivan, Secretary	2013

### DUXBURY HOUSING AUTHORITY

Brendan K. Keohan	2013
Alden Ringquist	2016
Michael Thorp	2017
John J. Todd	2015
Linda Garrity, Government Appointee	

## APPOINTED BY THE MODERATOR

### CEMETERY

Diane C. Barker	2014	Emmett Sheehan	2013
Robert F. Hayes	2016	Elizabeth B. Stevens	2013
Beverly A. Johnson	2012		

### DUXBURY BEACH COMMITTEE

Robert E. Ali	2012	Susan Rourke	2013
*William Benjes, Jr.	2013	Philip Thorn	2014
Sara Fargo	2014	Ronald D. Wolfe	2013
Pauline A. Flynn	2013	Donald C. Beers, <i>Ex-Officio</i>	
*Walter D. Keleher	2013	Matthew M. Clancy, <i>Ex-Officio</i>	
Michael McLaughlin	2013	Joseph M. Grady, <i>Ex-Officio</i>	
*Designee of Duxbury Beach Reservation, Inc			

### FINANCE COMMITTEE

Eugene V. Blanchard	2012	Mark R. Mahoney	2013
Colleen B. Brayer	2014	Kenneth J. McCarthy	2013
Melissa C. Donohoe	2014	Gay E. Shanahan	2013
William M. Harris	2012	Elizabeth (Betsy) Sullivan	2012
Eleanor C. MacKay	2014		

### FISCAL ADVISORY COMMITTEE

Karen E. Barry	2014	David Matthews	2013
Alexander B. Chin	2014	William F. O'Toole, Jr.	2012
Elizabeth C. Conway	2014	Nancy von Stackelberg	2013
Francis C. Mangione	2013	Ling Wong	2012

### PERSONNEL BOARD

Elizabeth D. Hartford	2013	Jean Riley, resigned 2012	2013
Wayne C. Heward	2014	Alexander K. Salmela	2014
Robert L. Molla, III	2012	Anita L. Stiles	2012

### WATER ADVISORY BOARD

Freeman Boynton, Jr.	2014	George D. Wadsworth	2013
Paul W. Keohan	2012		

## APPOINTED BY THE TOWN MANAGER

Alewife Warden-Donald C. Beers  
Animal Control Officer/Inspector of Animals-Eduardo Ramos  
Building Inspector/Zoning Enforcement Officer-Scott Lambiase  
Conservation Administrator-Joseph Grady  
Council on Aging Director-Joanne Moore  
County Cooperative Extension Service Town Director-Lindsay Blake  
Custodian of the Clock-Anthony Nightingale  
Custodian of the Flags-Donald C. Beers  
Director of Public Works- -Peter Buttkus  
Emergency Management Director-Kevin Nord  
Executive Assistant to the Town Manager-Barbara Mello until 3/2/12; Susan Kelley  
Finance Director-John Madden  
Fire Chief-Kevin Nord  
Harbormaster/Shellfish Constable-Donald C. Beers  
Health Agent-Tracy Mayo  
Manager Buildings and Grounds-James Savonen

Parking Clerk-Anne Murray  
Police Chief-Matthew M. Clancy  
Recreation Director-Gordon H. Cushing  
Sealer of Weights and Measures - Jane Zulkiewicz  
Superintendent of Lands and Natural Resources-James Savonen  
Town Account-Claudette Coutu  
Treasurer/Collector-Thomas Connolly  
Veterans' Services Director/Burial Agent- Michael J. Thorp  
Water Superintendent-Peter Mackin  
Weigher of Coke, Coal and Hay - Jane Zulkiewicz  
Wharfinger-Donald C. Beers

#### **TOWN BUILDING COMMITTEE**

Paul Brogna  
Lee Kennedy  
Elizabeth Lewis  
Frank Mangione  
Andre Martecchini  
Dennis Nolan

Adam Yanulis

##### *Ex-Officio:*

Peter Buttkus, DPW Director  
Scott Lambiase, Dir. of Inspectional Services  
John Heinstedt, School Committee

#### **CREMATORY BUILDING COMMITTEE**

Robert Hayes, Cemetery  
Emmett Sheehan, Cemetery Trustee

##### *Ex-Officio*

Peter Buttkus, DPW Director  
Scott Lambiase, Dir of Inspectional Services  
Patricia Pappas, Cemetery Director

#### **BLAIRHAVEN (AD HOC)**

Mike Barbour  
John Brawley, Vice Chair  
Sam Butcher  
Gordon Cushing  
Robert Fawcett  
Joe Grady, Conservation Administrator  
Joe Jannetty

Tony Kelso, Town Historian  
Pat Loring  
Holly Morris, Secretary  
Betsy Sullivan, Chair  
*Ex-Officio:*  
Don Beers or Jake Emerson  
Peter Buttkus

#### **POWDER POINT BRIDGE COMMITTEE**

Margaret Kearney, Citizen/Duxbury Beach Reservation  
Jeff Lewis, Citizen/Engineer/Highway Safety Committee  
Andre Martecchini, Citizen/Engineer/former Selectman

##### *Ex-Officio:*

Donald C. Beers, Harbormaster  
Peter Buttkus, Director of DPW  
Ed Vickers, DPW Operations Manager

#### **375TH COMMITTEE**

Anne Antonellis, Co-Chair  
Karen Barry  
Pam Campbell-Smith  
Tony Chamberlain  
Josh Cutler  
Susan Kelley  
Tony Kelso, Co-Chair  
Don Reed  
Nancy Reed

Janet Ritch  
Stuart Ruggles  
Sandy Sweetser  
Bill Thayer  
Matthew Vigneau  
Robert C. "Terry" Vose  
Myrna Walsh  
Candy Weiler  
Patrick Browne, *Ex-Officio*



## ALL OTHER APPOINTED TOWN OFFICIALS

### Appointed by Elected Officers or Committees

Assistant Town Clerk – Susan C. Kelley until 3/5/12  
and Linda B. Salvati 4/9/12 by the Town Clerk

Deputy Assessor – Stephen Dunn by the Assessors

Library Director – Carol Jankowski by the Library Trustees

Assistant Library Director – David Murphy by the Library Trustees

Planning Director – Thomas Broadrick by the Planning Board

Superintendent of Schools – Benedict Tantillo, III, by the School Committee

### APPOINTED BY THE SELECTMEN

#### AFFORDABLE HOUSING TRUST (Town of Duxbury)

Shawn Dahlen, Selectmen's Rep	2012	Cynthia Ladd Fortini	2012
Martha Himes	2012	Laura Schaefer	2012
Diane Bartlett, <i>Ex-Officio</i> , LHP Chair	2012	<i>Appointed by the State:</i>	
Brendan Keohan, Chair	2012	Linda Garrity	2013

#### AGRICULTURAL COMMISSION

Lisa Betteridge	2014	Carl O'Neil	2012
Jeffrey A. Chandler	2012	Earl Ricker	2012
Orie Fontaine	2013	Roger W. Ritch	2014
Gregory D. Morris	2013		

#### ALTERNATIVE ENERGY COMMITTEE

Cliff Bockard	2013	Jim Goldenberg	2012
Tom Burton	2012	Leslie Lawrence	2013
Josh Cutler	2014	Andre Martecchini	2013
John Doherty	2014	Lynn Smith	2012
Susan Fontaine	2012	Charles "Sandy" von Stacklberg	2013
Donald Greenbaum	2014		

#### BOARD OF APPEALS

Judith (Judi) A. Barrett, Chair	2013	Dennis Murphy	2012
Jill Cadigan-Christenson	2016	Scott Zoltowski	2014
Michael J. Gill (resigned 2012)	2015	Wayne Dennison (to fill unexpired term)	2015

#### BOARD OF APPEALS (ALTERNATES)

Paul Boudreau	2012	Dimitri Theodossiou	2012
Emmett Sheehan	2012		

#### BOARD OF HEALTH

David Brumley, MD, Chair	2012	Karen Tepper, Vice Chair	2012
Bruce Bygate	2014	Clinton Watson	2013
Jerry Janousek	2014		

#### BURIAL AGENT TO THE BOARD OF HEALTH

Nancy M. Oates	2013
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#### CABLE ADVISORY COMMITTEE – Disbanded May 2012

Bill Eldredge	2014	Richard Miller	2014
Robert Fitzpatrick	2013	Richard D. Sigrist, Jr.	2012
Peter Frame	2013		
William J. Kearney, Chair	2012	<i>Ex-Officio</i>	
Jean Kennett	2013	Mary Beth MacQuarrie	2013

## **COMMUNITY PRESERVATION COMMITTEE**

### *Liaisons (3 year terms):*

John Bear, Planning Board	2013	Patricia Loring, Open Space	2014
Brendan Keohan,	2012	Holly Morris,	
Housing Authority		Conservation Commission	2013
Two at large: Tony Kelso	2012	and Sarianna Seewald	2014

## **CONSERVATION COMMITTEE**

Sam Butcher	2014	Joseph Messina, Chair	2012
Thomas J. Gill, III	2014	Holly Morris	2013
Dianne Hearn	2013	Corey Wisneski	2013
Barbara Kelley	2012		

## **CONSTABLE**

Melissa S. Blair	2014	Alden Ringquist	2014
Richard A. DeLisle	2013		

## **COUNCIL ON AGING**

Anne Antonellis	2012	Carol McHugh	2013
Shelley Beeby, Associate	2012	Shirley M. Oktay, Alternate	2012
Marcy Bravo	2013	Henry O. Milliken, Alternate	2012
Paul Brogna	2013	Peter Muncey	2014
Bill Campbell, Alternate	2012	Marilyn Murphy	2013
Pamela Campbell-Smith	2014	Nancy "Ninky" Savage, Alternate	2012
Carol Chapman	2012	Richard D. Sigrist, Jr	2012
Rev. Catherine Cullen	2014	Betsy Stevens, Alternate	2012
Pauline Flynn	2012	Matthew Walsh	2013
John Madden	2012	Beverly Walters, Alternate	2012
John B. Mattes	2012	Richard Whitney	2012

\* *Alternate Members* are expected to serve in an advisory role, unless a quorum is not present. These members are usually past Council on Aging Board members.

\*\* *Associate Members* are nominated and approved by the Council on Aging Board to serve in a non-voting advisory role. Associate Members are to be approved at the Annual Board Meeting.

## **DESIGN REVIEW BOARD**

Judith Hall	2013	Robert Mustard	2012
Nancy Johnson	2014	Stephen Williams	2013
Sarah B. McCormick, Chair	2014	Susan Bourget	2015

## **DUXBURY BAY MANAGEMENT COMMITTEE**

William "Skip" Bennett	2014	Chuck Leonard	2014
John Brawley	2012	Jon McGrath	2014
Linda Brodie	2013	Corey Wisneski	2012
Sam Davenport	2012	Don Beers, <i>Ex-Officio</i>	2014
Jackson S. Kent, III	2013		

## **DUXBURY CULTURAL COUNCIL**

Marcy Bravo	2013	Mary Beth MacQuarrie	2012
Rebecca Chin	2012	Anthony Pilla	2013
Helen Fowler	2014	Janet Ritch	2014
Barbara Kiley	2012	Janet Schwartz	2013
Carol A. Langford	2014		

**ECONOMIC ADVISORY COMMITTEE**

John Bear, Planning Board	2012	John B. Mattes, At Large	2012
Georgia Cosgrove	2013	John M. Stanton	2014
Paula Harris	2012	Betsy Sullivan	2012
Clark J. Hinkley	2014	Thomas Tucker, Business Rep.	2012
Phillip M. Markella	2013	Scott Zoltowski, ZBA	2014

**FOURTH OF JULY Committee -Appointed 4-13-10 until 4-26-11 (July FY-11)**

Joan Edger	Sue Lawrence	Janet Ritch
Katy Gaenicke, Co-Chair	Janet Leech	David Robinson
Jeff Goldman	James MacNab	Linda Robinson
Amy Hill	Barbara Munsey	Stuart A. Ruggles
Brian Hill	Rich Potash, Co-Chair	Terri Woodward
Margaret Kearney	Donald Reed	
William Kearney	Nancy Reed	

**HIGHWAY SAFETY COMMITTEE**

Richard Brennan	2012	Fred Von Bargaen	2011
Diane Bartlett	2013	Dep Chief Chris West, Fire Dept. Rep.	2012
Paul Brogna	2014	Officer Tim Wigmore, Police Dept. Rep.	2013
Jeff Lewis	2014		

**HISTORICAL COMMISSION**

Retta (Lee) Adams	2014	Leslie Lawrence	2012
Tag Carpenter	2013	Lois McKewon	2013
Lynne Devnew	2012	Norman Tucker (resigned)	2012
Laura Doherty	2014	Robert C.(Terry) Vose,III,Chair	2013

**INVESTMENT ADVISORY COMMITTEE**

Elizabeth Sullivan, Liaison

**KING CAESAR COMMITTEE ADVISORY**

Diane Barker	2013	Judith F. Hatch	2014
Rev. Catherine Cullen	2014	Dr. Carol Langford	2012

**LOCAL HISTORICAL DISTRICT STUDY COMMITTEE**

Bruce Bygate	2014	Georgia Taft Pye	2012
Pamela Campbell-Smith	2013	William S. Thayer, Alternate	2012
James Hartford	2013	Robert C. (Terry) Vose, III	2013
Gerald W. Kriegel	2013	Donna Wood	2012
Renee Mierzejewski, Alternate	2012	Brady Wyrzten	2012

**LOCAL HOUSING PARTNERSHIP**

Dianne Bartlett, At Large	2012	Denece McGann-Clinton	2014
Barbara Kelley, Conservation Com	2012	John Todd, Housing Authority	2012
Brendan Keohan	2013	George Wadsworth, Planning	2013
Leslie Lawrence	2013	Matthew Walsh, Designee COA	2013
Brian Murphy, At Large	2012	Shawn Dahlen, BOS Representative	

**MBTA ADVISORY BOARD**

Jennifer Turcotte	2013
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**METROPOLITAN AREA PLANNING COUNCIL REP**

Andre Martecchini	2012	George Wadsworth	2012
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**MUNICIPAL COMMISSION ON DISABILITY**

Patty Cristoforo	2013
Reino A. Kock, Mun Emp. Rep.	2012
Jerry Nightingale	2014

Patricia E. Randall, Chair	2013
Marcia G. Solberg	2014

**NORTH HILL ADVISORY COMMITTEE**

Michael Doolin	2013
Anthony Floreano	2014
W. James Ford	2012
Thomas K. Garrity	2012
Michael Malborough	2014

Richard Manning	2012
Robert Mustard, Jr.	2014
Michael Rufo	2013
Scott Whitcomb	2014
Gordon Cushing, <i>Ex-Officio</i>	2013

**NUCLEAR ADVISORY COMMITTEE**

Janet Brown	2014
Rebecca Chin, Co-Chair	2014
Mary Elizabeth Lampert, Co-Chair	2013

Nancy Landgren	2012
Millie Morrison	2012
Joseph Waldstein	2014

**OLD COLONY ELDERLY SERVICES**

Linda Hayes, Liaison	2013
John R. Madden, Alternate COA	2012
Joanne Moore, Liaison	

**OLD COLONY PLANNING COUNCIL**

Pauline Flynn, COA	2013
James Taylor, COA	2012
Richard (Dick) Whitney	2012

**OPEN SPACE COMMITTEE (formerly known as Open Space and Recreation Committee)**

Paul Costello	2012
Kathy Cross	2012
Brian Glennon, II, Planning Board Rep	2013
Lorrie Hall	2014

Paul Keohan	2013
Patricia Loring, CPC Rep	2014
Kathy Palmer	2014
Philip Tuck	2014

**PLYMOUTH COUNTY ADVISORY BOARD**

Elizabeth H. Sullivan	2012
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**RECREATION ACTIVITIES COMMITTEE**

Robert Ali	2012
Brian Campbell	2012
Rick Davis	2013
Brooks Holmes	2013

Stewart McEntee	2012
David Nicosia	2013
Gordon Cushing, <i>Ex-Officio</i>	2014

**REGISTRARS OF VOTERS**

Paul Christo, Chair	2013
Miriam McCaig	2012

Nancy Oates	2013
Mary Ellen See	2012

**SHELLFISH ADVISORY COMMITTEE**

Dan Baker	2012
Donald C. Beers, <i>Ex-Officio</i>	2013
John Brawley	2012
Linda K. Brodie	2014
Alan Hoban, Chair	2013

Robert Loring	2012
John McCluskey	2013
Kenneth S. McKim	2013
Greg Morris	2014
Clinton Watson	2014

**SIDEWALK & BIKE PATH COMMITTEE**

Steve Berall	2012	Kevin Penwell (resigned 3/10/12)	2012
John Edwards	2012	Ellen Philbrick	2014
Patricia C. Fahey	2013	Jerry Polak	2012
Nancy Johnson	2013	Peter J. Sullivan	2014
Eileen Kelliher	2012	Sarah Weihman	2013

**SOUTH SHORE COALITION (MAPC)**

George Wadsworth	2012
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**SOUTH SHORE RECYCLING Cooperative**

Peter Buttkus  
Ed Vickers

**TOWN COUNSEL**

Robert S. Troy, until May 2012  
Arthur P. Kreiger, June 2012

**TOWN HISTORIAN**

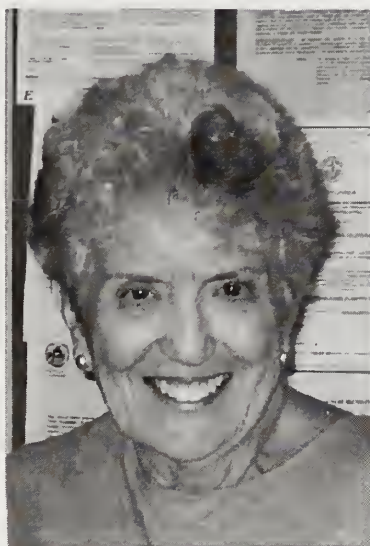
Anthony Kelso	2012
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**TOWN MANAGER**

Richard MacDonald

**ZONING Bylaw Review Committee**

Judi Barrett	ZBA Rep	Bob Fitzpatrick	Citizen-at-Large
Paul Boudreau	Citizen-at-Large	Ted Flynn	Selectman
Freeman Boynton, Jr.	Citizen-at-Large	Nancy A. Johnson	Design Review Board Rep
Scott Casagrande	Citizen-at-Large	Mary Steinke	Citizen-at-Large
Fred Clifford	Citizen-at-Large	George Wadsworth	Planning Board Rep
Martin Desmery	Citizen-at Large		



Town Clerk, Nancy M. Oates

**Special Town Meeting  
October 29, 2011  
Performing Arts Center  
Duxbury, MA**

**Duxbury Performing Arts Center  
73 Alden Street, Duxbury, MA**

**Special Town Meeting called for October 29, 2011 at the Performing Arts Center,  
73 Alden St, Duxbury, MA at 9am and recessed sine die at 1:55pm.**

**Article 1 - School Building Project** - Moved and seconded that the Town vote to appropriate the sum of One Hundred and Twenty Million Five-Hundred and Five-Thousand and Thirty-Four Dollars (\$120,505,034.) for the design and construction of a new co-located middle school and high school to be located on the site of the current middle school, 71 Alden Street, Duxbury, MA, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"); and that the Town appropriate the sum of Five-Million Eight-Hundred and Sixty-Six Thousand One-Hundred and Twenty-Seven Dollars (\$5,866,127) for the design and construction of a new Field House Facility, to be located on the site of the current High School, 130 St. George Street, Duxbury, MA, for which the Town shall not be eligible for a School Construction Grant from the MSBA, and that the Town appropriate the sum of Four-Hundred and Thirty-Five Thousand Dollars (\$435,000.) for the relocation of the Central Office and for minor modifications to the Performing Arts Center, for which the Town shall not be eligible for a School Construction Grant from the MSBA; said amounts to be expended under the direction of the School Committee. To meet said appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said sums of money, pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's Grant Program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any Grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further any Grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) Forty-Four and Thirteen-Hundredths percent (44.13%), or Forty-Five and Thirteen-Hundredths percent (45.13%) if the district receives final approval from the State's Inspector General to utilize the Construction Manager-At-Risk Construction Delivery Method for this Project, of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum Grant amount determined by the MSBA; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town of a Ballot Question at an Election to exempt the amounts required for the payment of interest and principal on said Borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 1/2), and that the amount of Borrowing authorized pursuant to this vote shall be reduced by any Grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA.

**A vote to move the previous question. Received the requisite 2/3 vote.**

**The article passed 2/3 required. Yes - 955 and No - 209**

**A vote to take a vote to reconsider passed.**

**A voice vote for reconsideration of Article 1: Received the requisite 2/3 vote and failed.**

**This ends all debate and all discussion. Article 1 may not be considered again.**

I hereby certify the vote of Article 1 of the Special Town Meeting held on October 29, 2011 received the requisite 2/3 vote of the meeting and certify the methods of obtaining the funding.

Nancy M. Oates  
Duxbury Town Clerk



**Special Town Election  
November 5, 2011  
Duxbury Middle School Gymnasium  
Duxbury, MA**

DUXBURY MIDDLE SCHOOL GYMNASIUM  
71 Alden Street, Duxbury  
7am until 4pm

Question  
Debt Exclusion

Shall the Town of Duxbury be allowed to exempt from the provisions of proposition two-and-one-half, so called, the amounts required to pay for the bond issued in order to design and construct a new co-located middle school and high school, to be located on the site of the current middle school, 71 Alden Street, Duxbury, MA and a new field house, to be located on the site of the current high school, 130 St. George Street, Duxbury, MA and for related modifications to existing school facilities including the payment of all costs incidental or related thereto?

<u>Precincts</u>	<u>Yes</u>	<u>No</u>	<u>Total</u>	
Precinct 1	273	314	587	of these 61 absentees
Precinct 2	412	406	818	of these 89 absentees
Precinct 3	396	237	633	of these 44 absentees
Precinct 4	314	197	511	of these 46 absentees
Precinct 5	291	197	488	of these 35 absentees
Precinct 6	246	177	423	<u>of these 47 absentees</u>
<b>Totals</b>	<b>1,932</b>	<b>1,528</b>	<b>3,460</b>	<b>Total: 322 absentees</b>

I hereby certify the results of the Special Town Election held on Nov. 5, 2011 at the Duxbury Middle School, 71 Alden Street from 7am until 4pm.

Nancy M. Oates  
Duxbury Town Clerk

**Presidential Primary**  
**March 6, 2012**  
**Duxbury Middle School Gymnasium**  
**Duxbury, MA**

<b>Democratic Primary</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Precinct 6</b>	<b>Total</b>
<b>President</b>							
Barack Obama	56	50	33	42	36	47	264
No Preference	5	3	1	2	3	2	16
Write-Ins	1	1	0	1	0	0	3
Blank	1	2	1	2	2	1	9
<b>State Committee Man</b>							
Gregory M. Shanahan	50	40	24	35	37	39	225
Write-Ins	1	0	10	0	0	0	11
Blank	12	16	1	12	4	11	56
<b>State Committee Woman</b>							
Karen F. Detellis	50	44	25	37	34	40	230
Write-Ins	1	0	1	0	0	0	2
Blank	12	12	9	10	7	10	60
<b>Town Committee</b>							
Roberta Tener Kerkam	71	56	33	56	45	55	316
James Gill Kerkam	71	52	33	56	46	55	318
Louis B. Tretakoff	74	53	32	59	47	57	322
Leslie P. Cutler	81	65	43	61	53	60	363
Josh S. Cutler	85	69	46	67	55	61	383
Francis J. Daly	71	53	35	57	47	57	320
Nancy E. Landgren	74	62	35	59	48	58	336
Robert J. Clark	72	58	34	59	46	56	325
Jennifer Cameron Klein	70	54	34	58	46	55	317
Stephen M. Goldstein	69	54	32	57	48	55	315
David M. O'Connell	72	56	33	57	45	56	319
Elizabeth Fortunato	73	53	32	57	46	55	316
Mary Jane Noel	77	61	34	58	48	58	336
Edward V. Keating, JR.	75	57	37	60	48	56	333
Brooks Holmes	73	54	32	56	46	56	317
Patricia H. Slechta	74	57	37	61	46	57	332
Mark V. Slechtra	72	57	38	61	45	57	330

**Presidential Primary  
March 6, 2012  
Duxbury Middle School Gymnasium  
Duxbury, MA**

<b>Democratic Town Committee - Continued</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Precinct 6</b>	<b>Total</b>
Martha M. Dennison	73	57	32	58	45	57	322
Wayne F. Dennison	70	56	33	57	45	57	318
Nancy D. Reed	79	63	40	59	47	58	346
Jacqueline N. Dresden	69	53	34	58	46	56	316
Julie Ann Hargrave	70	54	32	59	45	56	316
Mary E. Lampert	79	65	39	61	50	59	353
James B. Lampert	76	61	38	57	46	58	336
John C. Hoy	72	55	32	57	47	56	319
Marie V. Hoy	74	56	32	56	46	57	321
Linda L. Garrity	79	58	37	61	50	59	344
Nancy C. Melia	76	59	32	58	48	57	330
Anne W. Baird	75	58	35	56	45	56	325
George W. Baird, JR.	75	58	35	57	45	56	326
Write-in 1	3	1	5	17	0	2	28
Write-in-2	0	0	0	0	0	0	0
Write-in-3	0	0	0	0	0	0	0
Write-in 5	0	0	0	0	0	0	0
Blank	30	30	19	19	19	23	140

<b>Green Rainbow</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Precinct 6</b>	<b>Total</b>
<b>President</b>							
Kent Mesplay	0	0	0	0	0	0	0
Jull Stein	0	0	0	0	0	0	0
Harley Mikkelson	0	0	0	0	0	0	0
No Preference	0	0	0	0	0	0	0
Write-Ins	0	0	0	0	0	0	0
Blank	0	0	0	0	0	0	0
<b>State Committee Man</b>							
Write-Ins	0	0	0	0	0	0	0
Blank	0	0	0	0	0	0	0
<b>State Committee Woman</b>							
Write-Ins	0	0	0	0	0	0	0



**Presidential Primary**  
**March 6, 2012**  
**Duxbury Middle School Gymnasium**  
**Duxbury, MA**

<b>Republican Primary</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Precinct 6</b>	<b>Total</b>
<b>President</b>							
Ron Paul	27	22	9	16	23	22	119
Mitt Romney	255	345	220	199	208	222	1449
Rick Perry	0	0	1	0	1	0	2
Rick Santorum	24	19	23	14	21	24	125
Jon Huntsman	1	2	0	0	1	1	5
Michele Bachmann	0	3	0	0	1	2	6
Newt Gingrich	6	8	9	9	14	10	56
No Preference	1	0	1	0	1	5	8
Write-ins	1	0	0	0	0	1	2
Blank	0	0	1	0	0	1	2
<b>State Committee Man</b>							
John P. Cafferty	24	33	23	25	28	28	161
Peter J. Buckley	32	49	38	32	43	55	249
William M. Harris	219	267	177	153	158	177	1151
Write-Ins	0	0	0	0	0	1	1
Blank	40	50	26	28	41	27	212
<b>State Committee Woman</b>							
Janet R. Fogarty	202	275	176	147	179	216	1195
Write-Ins	0	3	2	1	0	1	7
Blank	112	121	86	90	91	71	571
<b>Town Committee</b>							
William M. Harris	332	429	280	281	302	336	1960
Betty P. McGill	281	393	239	259	279	326	1777
Margaret V. Maddock	260	376	228	253	276	308	1701
John P. Bear	276	391	230	253	279	308	1737
Karen E. Barry	267	387	249	267	291	319	1780
Deborah G. Bowen	284	412	253	266	288	313	1816
Paula S. Harris	307	406	260	269	286	319	1847
Elizabeth O. Cleveland	270	396	239	255	278	308	1746
Mark V. Cleveland	268	394	239	257	281	308	1747
David T. Blanchard	269	378	234	254	282	312	1729
Rita M. Strong	275	396	242	260	288	318	1779

**Presidential Primary  
March 6, 2012  
Duxbury Middle School Gymnasium  
Duxbury, MA**

<b>Republican Town Committee – continued</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Precinct 6</b>	<b>Total</b>
John B. Strong	265	386	237	255	286	313	1742
Richard F. Messier	262	370	234	254	274	312	1706
Lederle S. Tenney	304	440	246	268	282	325	1865
Charles M. Tenney, Jr.	300	439	245	264	280	320	1848
Miriam B. McMaig	281	419	234	256	275	311	1776
Barbara J. Bauer	260	375	230	253	278	307	1703
Julia Fink Lizza	275	390	247	261	278	307	1758
Diane Nelson	268	386	234	251	273	308	1720
Donna J. Pineau	278	395	247	258	277	312	1767
Maureen C. Connolly	284	399	255	262	289	320	1809
Abigail R. Forrest	272	380	229	255	273	308	1717
Shannon S. McKenzie	261	377	247	252	273	311	1721
Sally H. Burke	264	384	251	256	281	311	1747
Harold J. Anderson, Jr.	263	374	233	260	283	310	1723
Antonia D. Brennan	273	394	233	253	275	306	1734
Mary Beth Hempel	260	380	229	251	273	307	1700
Mark A. Johnston	269	393	240	255	280	309	1746
Kathleen M. Bittich	278	390	252	263	282	315	1780
Gary T. Worley	263	385	231	250	273	309	1711
Adam W. Packard	279	417	237	255	276	308	1772
Peter T. Smith	283	415	251	262	277	311	1799
Ann S. Weld	279	408	248	261	288	320	1804
Elizabeth J. Gillig	270	380	234	258	280	310	1732
John B. Murdock	261	384	230	254	289	316	1734
Blank	188	218	152	114	135	138	945

I hereby certify the results of the Presidential Primary held on March 6, 2012 all at the Duxbury Middle School Gymnasium from 7 AM until 8 PM.

Nancy M. Oates  
Duxbury Town Clerk

**Annual Town Meeting  
Saturday, March 10, 2012  
Performing Arts Center  
Duxbury, MA**

The Annual Town Meeting was called to order by the Moderator at 9:05am, recessed for a Special Town Meeting at 9:15am until the Special Town Meeting adjourned sine die at 10:10am at which time the Annual Town Meeting reconvened, recessed at 5:10pm until the meeting was reconvened on Monday, March 12<sup>th</sup> at 7:00pm, recessed at 10:30pm until the meeting was reconvened on Tuesday, March 13<sup>th</sup> at 7:30pm and was adjourned sine die at 10:31pm. All sessions were held at the Duxbury Performing Arts Center, 73 Alden Street, Duxbury.

**Article 1 – Appointment of Officers not Chosen by Ballot** – Moved and seconded that the Town Moderator and Board of Selectmen be authorized to appoint the officers not chosen by ballot.  
**Motion carried.**

**Article 2 – Report of Officers and Committees** – Moved and seconded that the Town receive the reports of its Town Officials, Boards, Committees, and Commissions as printed in the Annual Report.  
**Motion carried.**

**Article 3 – Compensation of Elected Officials** – Moved and seconded that the Town vote to fix the compensation of the Elected Officials for the twelve month period beginning July 1, 2012 as set forth in the column entitled “Finance Committee Recommend FY13” in Article 3 in the Warrant.

	Appropriated FY12	Requested FY13	BOS Recommend FY13	Finance Committee Recommend FY13
<b>Moderator</b>	\$40	\$40	*	\$40
<b>Selectmen</b>				
Chair	\$2,000	\$2,000	*	\$2,000
Member	\$1,500	\$1,500	*	\$1,500
Member	\$1,500	\$1,500	*	\$1,500
<b>Assessors</b>				
Chair	\$2,000	\$2,000	*	\$2,000
Member	\$1,500	\$1,500	*	\$1,500
Member	\$1,500	\$1,500	*	\$1,500
<b>Town Clerk</b>	\$80,000	\$80,000	*	\$80,000
<b>TOTAL</b>	\$90,040	\$90,040	*	\$90,040

\*Available at Town Meeting

**Motion carried.**



**Article 4 – State Highway Fund** – Moved and seconded that the Town vote to accept the sum of \$543,624.00 that will be available from the State Highway Fund and such additional sums as may be made available from other county, state or federal agencies for highway related work and to further authorize the Treasurer, with the approval of the Board of Selectmen to borrow in anticipation of receipt of said funds in accordance with Massachusetts General Laws Chapter 44, Sections 4 and 6A.

**Motion carried.**

**Article 5, Motion 1 – Budget, General Government** – Moved and seconded that the Town vote to appropriate the sum of \$2,232,928.00 for the following:

**General Government**

113 Town Meeting		114 Moderator		122 Selectmen/Manager	
Expenses	\$3,650	Salaries	\$40	Salaries	\$253,986
Total	\$3,650	Total	\$40	Expenses	\$19,200
				Total	\$273,186
129 Historical Commission		131 Finance Committee		133 Finance Director	
Expenses	\$200	Expenses	\$500	Salaries	\$100,045
Total	\$200	Total	\$500	Expenses	\$2,675
				Total	\$102,720
135 Accounting		136 Audit		141 Assessors	
Salaries	\$210,282	Expenses	\$41,700	Salaries	\$204,750
Expenses	\$8,250	Total	\$41,700	Expenses	\$22,145
Total	\$218,532			Total	\$226,895
145 Treasurer/Collector		151 Legal Expenses		152 Human Resources	
Salaries	\$245,480	Expenses	\$262,000	Salaries	\$90,826
Expenses	\$56,200	Total	\$262,000	Expenses	\$22,140
Total	\$301,680			Total	\$112,966
155 Information Systems		158 Tax Title		161 Town Clerk	
Salaries	\$62,565	Expenses	\$15,000	Salaries	\$126,866
Expenses	\$188,100	Total	\$15,000	Expenses	\$3,100
Total	\$250,665			Total	\$129,966
162 Elections		171 Conservation Commission		175 Planning Board	
Salaries	\$18,824	Salaries	\$123,840	Salaries	\$106,749
Expenses	\$21,000	Expenses	\$12,115	Expenses	\$10,700
Total	\$39,824	Total	\$135,955	Total	\$117,449
Total General Government					
Salaries	\$1,544,253				
Expenses	\$688,675				
Total	\$2,232,928				

and to meet said appropriation transfer the sum of \$61,420.00 from the Water Enterprise Fund, transfer the sum of \$12,274.00 from the Percy Walker Pool Enterprise Fund, and raise and appropriate the sum of \$2,159,234.00.

**Motion carried.**

**Article 5, Motion 2 – Operating Budget, Public Safety –** Moved and seconded that the Town vote to raise and appropriate the sum of \$6,412,076.00 for the following:

**Public Safety**

210	<b>Police</b>		220	<b>Fire</b>		241	<b>Inspection Services</b>	
	Salaries	\$3,007,530		Salaries	\$2,197,658		Salaries	\$395,986
	Expenses	\$257,800		Expenses	\$255,622		Expenses	\$45,200
	<u>Total</u>	\$3,265,330		<u>Total</u>	\$2,453,280		<u>Total</u>	\$441,186
295	<b>Harbor/Coastal Mgt</b>		<b>Total Public Safety</b>					
	Salaries	\$228,705		Salaries	\$5,829,879			
	Expenses	\$23,575		Expenses	\$582,197			
	<u>Total</u>	\$252,280		<u>Total</u>	\$6,412,076			

**Motion carried.**

**Article 5, Motion 3 – Operating Budget, Public Works –** Moved and seconded that the Town vote to appropriate the sum of \$3,896,362.00 for the following:

**Public Works**

192	<b>Central Building Services</b>		194	<b>Tarkiln Community Center</b>		292	<b>Animal Control</b>	
	Salaries	\$59,322		Expenses	\$16,100		Salaries	\$58,246
	Expenses	\$261,995		<u>Total</u>	\$16,100		Expenses	\$8,600
	<u>Total</u>	\$321,317					<u>Total</u>	\$66,846
29	<b>Lands &amp; Natural Resources</b>		418	<b>Central Fuel Depot</b>		419	<b>DPW Administration</b>	
	Salaries	\$370,996		Expenses	\$300,000		Salaries	\$256,076
	Expenses	\$46,000		<u>Total</u>	\$300,000		Expenses	\$75,150
	<u>Total</u>	\$416,996					<u>Total</u>	\$331,226
421	<b>Vehicle Maintenance</b>		422	<b>Highway/Road Maintenance</b>		423	<b>Snow and Ice</b>	
	Salaries	\$145,351		Salaries	\$438,637		Salaries	\$60,000
	Expenses	\$120,000		Expenses	\$67,000		Expenses	\$110,000
	<u>Total</u>	\$265,351		<u>Total</u>	\$505,637		<u>Total</u>	\$170,000
42	<b>Street Lights</b>		431	<b>Transfer Station</b>		440	<b>Sewer</b>	
	Expenses	\$38,000		Salaries	\$223,086		Salaries	\$15,422
	<u>Total</u>	\$38,000		Expenses	\$500,300		Expenses	\$182,500
				<u>Total</u>	\$723,386		<u>Total</u>	\$197,922
491	<b>Cemetery</b>		<b>Total DPW</b>					
	Salaries	\$378,331		Salaries	\$2,005,467			
	Expenses	\$165,250		Expenses	\$1,890,895			
	<u>Total</u>	\$543,581		<u>Total</u>	\$3,896,362			

**Article 5, Motion 4 – Operating Budget, Human Services** – Moved and seconded that the Town vote to raise and appropriate the sum of \$577,227.00 for the following:

**Human Services**

<b>541 Council on Aging</b>		<b>543 Veterans Services</b>		<b>840 Plymouth County Coop Ext</b>	
Salaries	\$346,252	Salaries	\$24,300	Expenses	\$200
Expenses	\$124,500	Expenses	\$81,975	Total	\$200
Total	\$470,752	Total	\$106,275		
<b>Total Human Services</b>					
Salaries	\$370,552				
Expenses	\$206,675				
Total	\$577,227				

Motion carried.

**Article 5, Motion 5 – Operating Budget, Library and Recreation** – Moved and seconded that the Town vote to raise and appropriate the sum of \$1,366,825.00 for the following:

**Library and Recreation**

<b>610 Library</b>		<b>630 Recreation</b>		<b>633 Beach Life Guards</b>	
Salaries	\$894,117	Salaries	\$144,197	Salaries	\$17,550
Expenses	\$301,161	Expenses	\$3,550	Expenses	\$750
Total	\$1,195,278	Total	\$147,747	Total	\$18,300
<b>Total Library and Recreation</b>					
<b>632 North Hill Golf Course</b>		<b>692 Public Celebrations</b>		Salaries	\$1,055,864
Expenses	\$2,000	Expenses	\$3,500	Expenses	\$310,961
Total	\$2,000	Total	\$3,500	Total	\$1,366,825

Motion carried.

**Article 5, Motion 6 – Operating Budget, Schools** – Moved and seconded that the Town vote to raise and appropriate the sum of \$29,796,458.00 for the following:

**Schools**

<b>300 Total Duxbury Schools</b>	
Salaries	\$23,347,456
Expenses	\$6,449,002
Total	\$29,796,458

Motion carried.



**Article 5, Motion 7 – Operating Budget, Shared Costs (Benefits, Insurance, and Debt Service) – Moved** and seconded that the Town vote to appropriate the sum of \$12,741,759.00 for the following:  
and to meet this appropriation, transfer the sum of \$80,000 from the Pension Reserve Fund, transfer the sum of

#### Shared Costs

<b>Employee Benefits</b>		
916	Medicare	\$460,100
915	Life Insurance	\$12,725
914	Employee Life & Health Insurance	\$6,720,000
911	Contributory Pensions	\$2,398,254
909	Non-Contributory Pensions	\$20,000
945	Workers Compensation	\$230,440
Sub-Total Employee Benefits		\$9,841,519
<b>Other Shared Costs</b>		
945	Fire, Liability, Insurance	\$256,568
132	Reserve Fund	\$100,000
Sub-Total Liability Insurance/Reserve Fund		\$356,568
<b>Debt Service Town &amp; Schools</b>		
710	Principal Payments	\$1,665,792
751	Interest on Bonded Debt	\$746,490
752	Interest on Temporary Notes	\$121,390
753	Bond Expense	\$10,000
Sub-Total Debt Service		\$2,543,672
<b>Total Town &amp; Schools Shared Costs</b>		<b>\$12,741,759</b>

\$24,954.00 from the Water Enterprise Fund, transfer the sum of \$4,991.00 from the Percy Walker Pool Enterprise Fund and raise and appropriate the sum of \$12,631,814.00.

**Motion carried.**

**Article 5, Motion 8 – Operating Budget, Total Budget Summary All Motions – Moved** and seconded that the Town vote to appropriate the sum of \$57,023,635.00 as the operating budget of the Town for the Fiscal Year beginning July 1, 2012, exclusive of the Water Enterprise and Percy Walker Pool Enterprise budgets, for the following purposes and amounts:

Departments	Appropriation	Transfer	Raise
General Government	\$2,232,928	\$73,694	\$2,159,234
Public Safety	\$6,412,076		\$6,412,076
Public Works	\$3,896,362	\$19,923	\$3,876,439
Human Services	\$577,227		\$577,227
Library & Recreation	\$1,366,825		\$1,366,825
Education	\$29,796,458		\$29,796,458
Shared Costs	\$12,741,759	\$109,945	\$12,631,814
<b>Totals</b>	<b>\$57,023,635</b>	<b>\$203,562</b>	<b>\$56,820,073</b>

and to meet this appropriation raise and appropriate the sum of \$56,820,073.00 and transfer the sum of \$203,562.00 in accordance with the transfers voted in the motions previously voted.

**Motion carried.**

**Article 5, Motion 9 – Water Operating Budget –** Moved and seconded that the Town vote to raise and appropriate the sum of \$2,445,117.00 for the following:

**Water**

**Operating Budget - Water**

450	Water	
	Salaries	\$656,287
	Expenses	\$986,287
	Sub-Total Water Operations	\$1,642,574

**Debt Service Water**

710	Principal Payments	\$642,908
751	Interest on Bonded Debt	\$119,635
752	Interest on Temporary Loans	\$20,000
753	Bond Expense	\$20,000
	Sub-Total Water Debt	\$802,543

**Motion carried.**

**Article 5, Motion 10 – Percy Walker Pool Enterprise Budget –** Moved and seconded that the Town vote to raise and appropriate the sum of \$363,847.00 for the following:

**Operating Budget - Percy Walker Pool**

631	Pool	
	Salaries	\$184,767
	Expenses	\$179,080
	Sub-Total Percy Walker Pool Operations	\$363,847

**Motion carried.**

**Article 6, Motion 1 – Capital Requests, General Government –** Moved and seconded that the Town vote to appropriate the sum of \$285,750.00 for the following:

Information Systems:

\$ 4,000.00	to implement Service Desk System
\$125,000.00	for a new Town-wide Fiber Network
\$ 50,000.00	for a new data center
\$ 30,000.00	Consulting Services – Financial software selection
\$ 60,000.00	to replace Assessing CAMA System

Conservation:

\$ 16,750.00	for weed treatment at Lower Chandler Mill Pond
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And to meet said appropriation, transfer the sum of \$285,750.00 from free cash to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 2 – Capital Requests, Public Safety** – Moved and seconded that the Town vote to appropriate the sum of \$425,995.00 for the following:

Police Department:

\$ 35,000.00 Replace K-9 equipped cruiser

Fire Department:

\$200,000.00 Replace 2007 ambulance

\$125,000.00 Refurbish 1995 Pumping Engine

\$ 12,850.00 Paint and replace trim - Station 2

\$ 10,000.00 Thermal Imaging Camera

Harbormaster:

\$ 37,000.00 Replace 2005 Patrol Vehicle

\$ 6,145.00 Three Automated External Defibrillators

and to meet said appropriation transfer the sum of \$375,995.00 from free cash, and raise and appropriate the sum of \$50,000 all to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 3 – Capital Requests, DPW** – Moved and seconded that the Town vote to appropriate the sum of \$241,761.00 for the following:

\$ 25,000.00 Organization of Town Hall Archives – Phase 2

\$ 30,000.00 Replace 1994 Grooming Rake

\$ 35,000.00 Replace 2004 Pickup Truck H-29

\$129,261.00 Replace 2000 Front End Loader

\$ 22,500.00 Replace 1998 Light Pickup Truck

and to meet said appropriation transfer the sum of \$241,761.00 from free cash to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 4 – Capital Requests, Human Services** – Moved and seconded that the Town vote to appropriate the sum of \$43,408.00 for the following:

Council on Aging:

\$ 31,390.00 Paint Interior Walls and Trim

\$ 6,500.00 Replace First Floor Carpet

\$ 2,648.00 Reconfigure Front Desk Area

\$ 2,870.00 Purchase Office Furniture

and to meet said appropriation transfer the sum of \$43,408.00 from free cash to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 5 – Capital Requests, Library & Recreation** – Moved and seconded that the Town vote to appropriate the sum of \$119,223.00 for the following:

Library:

\$ 15,723.00 Assessment Study - Energy & Mechanical Systems

\$ 24,750.00 Paint Exterior Trim and Cupola

\$ 4,000.00 Replace 5 PC Workstations



\$ 10,600.00	Waterproof North Wall
\$ 8,850.00	Carpet Replacement
\$ 1,025.00	Thermal Pane Window Units (6)

North Hill Golf Course:

\$ 35,000.00	Repair Sand Traps
\$ 15,000.00	Repair/Replace Ladies' Tees
\$ 4,275.00	Upgrade Phone System

and to meet said appropriation transfer the sum of \$119,223.00 from free cash to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 6, Motion 6 – Capital Requests, Schools –** Moved and seconded that the Town vote to appropriate the sum of \$350,251.00 for the following:

\$ 10,000.00	Network Upgrades – System Wide
\$ 15,000.00	Wireless Technology Phase II – High School
\$107,100.00	Replace Computers – System Wide
\$ 30,042.00	Upgrade Other Hardware – System Wide
\$ 28,109.00	Computer Labs – Mobile Systems Upgrades
\$ 15,000.00	Alden & Chandler Buildings Assessment
\$ 10,000.00	Asbestos Abatement/Tile Replacement
\$ 5,000.00	Carpet Replacement
\$ 10,000.00	White Marker Boards
\$ 15,000.00	Classroom Furniture Replacement
\$ 45,000.00	Chandler School Lighting Upgrade
\$ 60,000.00	Chandler Gym Floor Replacement

and to meet said appropriation transfer the sum of \$300,251.00 from free cash and raise and appropriate the sum of \$50,000.00 to be expended under the direction of the School Committee.

**Motion carried.**

**Article 6, Motion 7 – Capital Requests, Water –** Moved and seconded that the Town vote to appropriate the sum of \$330,000.00 for the following:

\$ 80,000.00	Tremont Well Rehabilitation
\$100,000.00	PCE Main Pipe Replacement
\$150,000.00	System Rehabilitation

and to meet said appropriation transfer the sum of \$330,000.00 from Water Department Retained Earnings to be expended under the direction of the Town Manager.

**Motion carried.**

The meeting recessed at 1:0pm and reconvened at 2:10pm.

**Article 7 – Personnel Plan –** Moved and seconded that the Town vote to amend the Town Personnel Bylaw, originally accepted March 12, 1955 and last amended March 12, 2011 by incorporating the changes shown on the handout entitled: "Recommended Changes to the Town Personnel Bylaw", a copy of which is on file in the Town Clerk's office (see also, Exhibit A), and to appropriate the sum of \$88,830.00 to implement the Personnel

Plan and provide funding for other salary compensation not a part of the Personnel Plan. To meet said appropriation transfer the sum of \$1,640.00 from the Water Enterprise Fund, transfer the sum of \$2,190.00 from the Percy Walker Pool Enterprise Fund and raise and appropriate the sum of \$85,000.00.

**Motion carried.**

**Article 8 – Facilities Manager** – Moved and seconded that the Town vote to create a new position with the designation of Facilities Manager.

**Moderator was not able to call the voice vote - a vote count was taken. Yes – 166, No – 49**

**Motion carried.**

**Article 9 – Deputy Police Chief** – Moved and seconded that the Town vote to remove the position of Duxbury Deputy Police Chief from Civil Service and further to authorize the Board of Selectmen to petition the General Court to request legislative approval of removal of the position of Duxbury Deputy Police Chief from the provisions of Massachusetts General Law Chapter 31 and further to empower the Board of Selectmen to file a petition with the General Court in substantially the following form:

Section 1:       The position of Duxbury Deputy Police Chief in the Town of Duxbury shall be exempt from the provisions of Chapter 31 of the General Laws;

Section 2:       This act shall take effect upon its passage

**Motion carried.**

**Article 10 – Consolidation of Town/School Functions** – Moved and seconded that the Town vote to accept the provisions of Massachusetts General Laws Chapter 71, Section 37M for the purpose of consolidation of administrative functions of the Town and the School Department, including but not limited to, Financial, Personnel and Maintenance services.

**Motion carried.**

**Article 11 – Union Contracts** – Moved and seconded that the Town vote to indefinitely postpone this Article.

**Motion carried.**

**Article 12 – Rescind Debt** – Moved and seconded that the Town vote to indefinitely postpone this Article.

A motion to amend was made vote on this article.

**Motion failed.**

Vote of original Article 12 to indefinitely postpone the Article.

**Motion carried, Article 12 Indefinitely Postponed.**

**Article 13, Motion 1 – Council on Aging Revolving Fund** – Moved and seconded that the Town vote to re-authorize a Revolving Fund under M.G.L. Chapter 44 Section 53E1/2 to allow the Council on Aging to be credited with all fees and charges received from Senior Center programs, and to authorize the expenditure of an amount not to exceed \$90,000.00 from said revolving fund to be expended under the direction of the Council on Aging Director for Senior Programs.

**Motion carried.**

**Article 13, Motion 2 – Revolving Fund for Jaycox Tree Farm** – Moved and seconded that the Town vote to re-authorize a Revolving Fund under M.G.L. Chapter 44, Section 53E1/2 to allow the Conservation Commission to set fees and to be credited with all fees and charges received from the operation of the Jaycox Christmas Tree Farm and to authorize the expenditure in an amount not to exceed \$20,000.00 from said revolving fund to be expended under the direction of the Conservation Administrator for supplies and any needs of the Jaycox Christmas Tree Farm.

**Motion carried.**

**Article 13, Motion 3 – Hazardous Materials Response Revolving Fund** – Moved and seconded that the Town vote to re-authorize a Revolving Fund under M.G.L. chapter 44 Section 53E1/2 to allow the Fire Department to be credited with all fees and charges received as a result of reimbursable incidents allowed under Massachusetts General Laws Chapter 21E involving hazardous materials releases, and to authorize the expenditure in an amount not to exceed \$50,000.00 from said revolving fund, to be expended under the direction of the Fire Chief for the replacement, repair or purchase of equipment and supplies and for administrative and call firefighter wage expenses associated with fire operations and responses to hazardous materials incidents.

**Motion carried.**

**Article 14 – Unemployment Trust Fund** – Moved and seconded that the Town vote to appropriate the sum of \$55,000.00 to the Unemployment Trust Fund and to meet said appropriation transfer the sum of \$55,000.00 from free cash.

**Motion carried.**

**Article 15 – OPEB (Other Post-Employment Benefits) Liability Trust Fund** – Moved and seconded that the Town vote to accept the provisions of Massachusetts General Laws Chapter 32B Section 20 to establish a separate fund entitled “Other Post-Employment Benefits Liability Trust Fund” and to authorize a funding schedule for said Fund in conformity with the requirements of said statute in order to reduce the unfunded actuarial liability of health care and other post-employment benefits for which the Town is obligated.

**Motion carried.**

**Article 16 – Liabilities to Employees** – Moved and seconded that the Town vote to Indefinitely Postpone this Article.

**Motion carried to Indefinitely Postpone the Article.**

**Article 17 – Duxbury Beach Lease** – Moved and seconded that the Town vote to raise and appropriate the sum of \$400,000.00 to be expended under the direction of the Town Manager for the purpose of leasing Duxbury Beach, being that portion of land in the Towns of Duxbury and Plymouth owned by the Duxbury Beach Reservation, Inc. south of a line running approximately east to west along the northerly edge of the northerly parking area, at the east end of the Powder Point Bright (subject to an area of land excluded at High Pines used by the Duxbury Beach Reservation) and to authorize the Board of Selectmen to execute a lease in the name and on the behalf of the Town for the period beginning July 1, 2012 and ending June 30, 2013 on such terms as may be approved by the Board of Selectmen.

**Motion received the requisite 2/3 vote called by the Moderator. Motion carried.**

**Article 18 – 4<sup>th</sup> of July Parade** – Moved and seconded that the Town vote to raise and appropriate the sum of \$10,000.00 to fund the Town of Duxbury’s Fourth of July parade and ceremony, to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 19 – Housing Allocation Plan** – Moved and seconded that the Town vote to adopt the Allocation of the Resources of the Duxbury Affordable Housing Trust Fund for Fiscal Year 2013 in accordance with the provisions of Chapter 112 of the Acts of 2005 as follows:

**1) First time Homeownership Program**

- a) Provide gifts, grants, or subsidies to assist low or moderate income homebuyers to purchase a home in the Town of Duxbury.
- b) Purchase rights of first refusal to acquire existing dwelling units for sale to low to moderate income households.

**2) Conversion of Existing Properties**

- a) Acquire and rehabilitate or redevelop existing residential units for purchase or rental by low to moderate income home buyers or tenants.
- b) Acquire, redevelop or convert existing non-residential structures for low to moderate income housing purchasers or tenants.



### 3) Develop New Affordable Housing Units

- a) Acquire and/or construct new residential units for purchase or rental by low to moderate income home buyers or tenants.

**Motion carried.**

**Article 20 – Representative Town Meeting (Citizen Petition)** – Moved and seconded that the Town vote to petition the General Court of the Commonwealth pursuant to section eight (8) of Article 89 of the Amendments to the State Constitution to enact special legislation providing for a change in Town Meeting from an “Open Town Meeting” to a “Representative Town Meeting”. Said special law to substantially include the following:

Section 1. The Members of the Board of Selectmen, the Town Moderator and the Town Clerk shall be Town Meeting members at large.

Section 2. Other than the designated members at large, the representative town meeting membership shall in each precinct consist of the largest number divisible by three which will admit of a representation thereof in the approximate proportion which the number of inhabitants therein bears to the total number of inhabitants in the town, and which will cause the total elected membership to be as nearly one hundred and eighty as may be.

The registered voters in every precinct shall, at the first annual town election held after the acceptance of this legislation, elect by ballot the number of registered voters in the precinct provided for in the first sentence of this section to be town meeting members of the town. The first third, in the order of votes received, of members so elected shall serve three years, the second third in such order shall serve two years, and the remaining third shall serve one year; in the case of a tie vote affecting the division into thirds, as aforesaid, the members elected from the precinct shall by ballot determine the same; and thereafter, at each annual town election the registered voters of each precinct shall, in like manner, elect, for the term of three years, one third of the number of elected town meeting members to which such precinct is entitled, and shall at such election fill for the unexpired term or terms any vacancy or vacancies then existing in the number of elected town meeting members in such precinct.

Section 3. The representative town meeting shall always operate in open session and secret ballots shall not be allowed. Any resident of the town who is not a town meeting member may speak on any article in a warrant, but shall not vote. Any taxpayer of the town who is not a town meeting member may speak on any article in a warrant, but shall not vote.

Section 4. The town meeting members as such shall receive no compensation. A town meeting member may resign by filing a written resignation with the Town Clerk, and such resignation shall take effect on the date of such filing. A town meeting member who removes from the town shall cease to be a town meeting member, and a town meeting member who removes from the precinct from which he was elected to another precinct may serve only until the next annual town meeting.

Section 5. Any vacancy in the full number of a town meeting members from any precinct, whether arising from a failure of the registered voters thereof to elect, or from any other cause, may be filled, until the next annual election, by the remaining members of the elected town meeting members of that precinct.

Section 6. A vote passed at any representative town meeting authorizing the expenditure of twenty thousand dollars or more as a special appropriation, or establishing a new board or office or abolishing an old board or office or merging two or more boards or offices, or fixing the term of office of town officers, where such term is optional, or increasing or reducing the number of members of a board, or adopting a new by-law, or amending and existing by-law, shall not be operative until after the expiration of ten days, exclusive of Sundays and holidays, from the dissolution of the meeting. If, within said ten days, a petition, signed by not less than three percent of the registered voters of the town, containing their names and addresses as they appear on the

list of registered voters, is filed with the selectmen asking that the question or questions involved in such a vote be submitted to the registered voters of the town at large, then the selectmen, after the expiration of five days, shall forthwith call a special meeting for the sole purpose of presenting to the registered voters at large the question or questions so involved. The polls shall be opened at two o'clock in the afternoon and shall be closed not earlier than eight o'clock in the evening, and all votes upon any questions so submitted shall be taken by ballot, and the check list shall be used in the several precinct meetings in the same manner as in the election of town officers. The questions so submitted shall be determined by a majority vote of the registered voters of the town voting thereon, but no action of the representative town meeting shall be reversed unless at least twenty percent of the registered voters shall so vote. Each question so submitted shall be in the form of the following question, which shall be placed upon the official ballot: - - - "Shall the town vote to approve the action of the representative town meeting whereby it was voted (brief description of the substance of the vote and by what vote thereon if such vote was tabulated)?" If such petition is not filed within said period of ten days, the vote of the representative town meeting shall become operative and effective upon the expiration of said period. Absent voter ballots shall be used at such election in accordance with the provisions of chapter fifty-four of the Massachusetts General Laws.

Section 7. The town, after the acceptance of this legislation, shall continue to have the capacity to act through and to be bound by its town meeting members, who shall, when convened from time to time as herein provided, constitute representative town meetings; and the representative town meetings shall exercise exclusively, so far as will conform to the provisions of this legislation, all powers vested in the municipal corporation. Action in conformity with all provisions of law now or hereafter applicable to the transaction of town affairs in town meeting, shall, when taken by any representative town meeting in accordance with the provisions of this legislation, have the same force and effect as if such action had been taken in a town meeting open to all the voters of the town as organized and conducted before the establishment in said town of representative town meeting government.

Section 8. This legislation shall not abridge the right of the inhabitants of the town to hold general meetings, as secured to them by the constitution of this Commonwealth; nor shall this legislation confer upon any representative town meeting in Duxbury the power finally to commit the town to any measure affecting its municipal existence or substantially changing its form of government without action thereon by the voters of the town at large, using the ballot and the check list therefor.

**Motion failed.**

**Article 21 – Reconsideration Votes (Citizen Petition) –** Moved and seconded that the Town vote to amend the General By-Laws by deleting the language in Section 2.4.6 of Chapter 2 in its entirety, and substituting in its place the following language:

“A motion for reconsideration shall not be permitted”.

**Moderator was not able to call the voice vote - a vote count was taken. Yes – 31, No – 177**  
**Motion failed.**

**Article 22 – Town Meeting Ballot Votes (Citizen Petition – Robert Doyle) –** Moved and seconded that the Town vote to amend the General By-Laws by adding a new section, numbered 2.4.9 to read as follows:

“At a Special or Annual Town Meeting, a vote shall be taken by secret ballot at the direction of the Moderator or by vote of twenty (20%) percent of the voters present at said Town Meeting.”

There was a motion to move the previous question. **Motion carried.**

Voting Article 22, **Did not receive the requisite vote called by the Moderator - Motion failed.**



**Article 23 – Town Meeting Ballot Votes (Citizen Petition – James Sullivan)** – Moved and seconded that the Town vote to amend the General By-Laws by adding a new section, numbered 2.4.8 to read as follows:

“Any vote on any Article at a Special or Annual Town Meeting shall be taken by ballot as directed by the Moderator or upon the recommendation of the Finance Committee or twenty (20) voters at the meeting.”

There was a motion to amend the Article by deleting the words “upon the recommendation of the Finance Committee or”.

**Motion carried.**

There was a motion to vote the question as amended. **Motion carried.**

Voting Article 23 as amended - **Moderator was not able to call the voice vote - a vote count was taken.**

**Yes – 42, No – 152**

**Motion failed.**

**Meeting recessed at 10:30pm until Monday, March 12, 2012 at 7:00pm.**

**Meeting was called to order on March 12, 2012 at 7:05 pm.**

**Article 24 – Town Clerk Position (Board of Selectmen)** – Moved and seconded that the Town vote to change the position of Town Clerk from a position elected by the voters at the Town’s Election to a position appointed by the Board of Selectmen, subject to approval and acceptance of this change by the voters at the Annual Town Election by the Town’s official ballot, all in accordance with Massachusetts General Laws Chapter 41 Section 1B and further, upon approval by the voters at the Annual Town Election, to amend the General By-Laws of the Town, Sections 3.4 and 5.2, to change the position of Town Clerk from an “Elected Town Official” to an “Appointment made by the Board of Selectmen”, to take effect upon the expiration of the term of the Town Clerk, as required by Massachusetts General Laws Chapter 41, Section 1B.

**Motion failed.**

**Article 25 – Benefits for Elected Officials** – Moved and seconded that the Town vote to authorize the Board of Selectmen to file a petition with the General Court prohibiting elected officials of the Town from being eligible from participating in the Town’s Contributory Medical, Dental and Life Insurance Plan, and further to empower the Board of Selectmen to file a petition with the General Court in substantially the following form: An amendment was made and seconded to add after the words of the “Town Clerk” “ and those [officials] serving as of the date of this meeting”

A vote to add the second amendment Yes-203-No-64

Voting Article 25, as amended - **Moderator was not able to call the voice vote - a vote count was taken.**

**Yes – 93, No – 178**

**Motion failed.**

**Article 26 – Reduce Taxes for Senior Citizens** – Moved and seconded that the Town vote to indefinitely postpone this Article.

**Motion carried.**

**Article 27 – Powder Point Bridge** – Moved and seconded that the Town vote to appropriate the sum of \$2,400,000.00 for the purpose of repair and reconstruction of the Powder Point Bridge, said sum to include construction costs and associated architectural, engineering, inspection and related costs, and to meet said appropriation to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sum of



\$2,400,000.00 under Chapter 44 of the General Laws or any other enabling authority, and to authorize the Town Manager to apply for and accept any gifts or grants for such project, said appropriation to be expended under the direction of the Town Manager, and further to authorize the Town Manager to take any and all steps necessary to effectuate the purposes of this Article.

**Received 2/3 requisite vote called by the Moderator - Motion carried.**

**Article 28 – Water Mains in Pine Street Area –** Moved and seconded that the Town vote to appropriate the sum of \$1,225,000.00 for the purpose of installing water mains on Pine Street and Lake Shore Drive, and further to install a water service connection on Pine Street to provide water service to Pine Brook Way, as shown on a plan on file at the office of the Town Clerk, said sum to include construction costs and associated engineering inspection, and related costs, as shown on plan #2 at the Office of the Town Clerk, and to meet this appropriation, transfer the sum of \$300,000.00 from Water Retained Earnings, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$925,000.00 under Chapter 44 of the General Laws or any other enabling authority, said appropriation to be expended under the direction of the Town Manager, and further to authorize the Town Manager to take any and all steps necessary to effectuate the purposes of this Article.

**Requisite 2/3 vote called by the Moderator – Motion carried.**

**Article 29 – CPC Operating Costs –** Moved and seconded that the Town vote, upon recommendation of the Community Preservation Committee, to raise and appropriate the sum of \$80,500.00 in accordance with Massachusetts General Laws, Chapter 44B, for expenses and charges for the operation of the Community Preservation Committee, all for the Fiscal Year beginning July 1, 2012 and ending June 30, 2013, said funds to be expended under the direction of the Town Manager.

**Motion carried.**

**Article 30 – CPC Allocations –** Moved and seconded that the Town vote to raise and appropriate, upon recommendation of the Community Preservation Committee, the sum of \$503,127.00 for the purpose of meeting the requirements of the Community Preservation Act, M.G.L. Chapter 44B, Section 6, for the purposes of Open Space, Community Housing (Affordable) and Historic Resources (Preservation).

**Motion carried.**

**Article 31 – CPC, Housing Consultant –** Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$20,000.00 for the purpose of hiring a Housing Consultant, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$20,000.00 from the Housing Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this article from the Community Preservation Fund and from grants and gifts designated for this purpose, and further to authorize the Town Manager to enter into an agreement with the Housing Consultant on terms deemed to be in the best interest of the Town.

**Motion carried.**

**Article 32 – Isaac Keene Barn –** Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$205,000.00 for the Historic Preservation of the Isaac Keene Barn located on Keene Street, and for costs related thereto, and to meet said appropriation, to raise and appropriate the sum of \$205,000.00 in accordance with Massachusetts General Laws, Chapter 44B, said funds to be expended under the direction of the Town Manager, and further to authorize the Board of Selectmen to enter into a permanent preservation restriction, pursuant to the Massachusetts General Laws Chapter 44B, Section 12 and Chapter 184, Section 31, on terms and conditions to be deemed by the Board of Selectmen to be in the best interest of the Town.

**Did not receive the requisite 2/3 vote: Yes – 56, No – 157. Motion failed.**

**Meeting recessed at 10:30pm until Tuesday, March 13, 2012 at 7:30pm.**

Meeting was called to order on March 13, 2012 at 7:30 pm.

**Article 33 – Depot Street Sidewalk –** Moved and seconded that the Town vote to indefinitely postpone this Article.

**Motion carried.**

**Article 34 – Duxbury Library Entrance –** Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$15,290.00 for the Historic Preservation of the entrance to the Duxbury Free Library located at 77 Alden Street, and for costs related thereto, and to meet said appropriation, transfer the sum of \$15,290.00 from the Historical Preservation Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this Article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Motion carried.**

**Article 35 – North Hill Red Barn –** Moved and seconded that the Town vote to appropriate, upon recommendation by the Community Preservation Committee, the sum of \$100,000.00 for the Historic Preservation of the Red Barn at the North Hill Country Club, located on Merry Avenue, and for costs related thereto, and to meet said appropriation, to transfer the sum of \$100,000.00 from the Historical Preservation Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this Article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Moderator was not able to call the voice vote - a vote count was taken. Yes – 169, No – 58**

**Motion carried.**

**Article 36 – First Meeting House –** Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$7,600.00 for a ground penetrating radar study and analysis of the First Meeting House site at the Chestnut Street Burial Ground, and for costs related thereto, and to meet said appropriation, transfer the sum of \$7,600.00 from the Historical Preservation Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to solicit grants and receive gifts for this purpose, and further to authorize the Town Manager to expend sums of money for the purposes of this Article from the Community Preservation Fund and from grants and gifts designated for this purpose.

**Motion carried.**

**Article 37 – Nathaniel Winsor, Jr. House, Chimneys –** Moved and seconded that the Town vote to appropriate, upon recommendation of the Community Preservation Committee, the sum of \$37,500.00 for the Historic Reconstruction of the Chimneys at the Nathaniel Winsor, Jr. House located on Washington street, and for costs related thereto, and to meet said appropriation to transfer the sum of \$37,500.00 from the Historical Preservation Reserves of the Community Preservation Fund, and further to authorize the Board of Selectmen to enter into a permanent Preservation Restriction, pursuant to the Massachusetts General Laws Chapter 44B, Section 12 and Chapter 184, Section 31, on terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town, and further to authorize the Town Manager to expend sums of money for the purposes of this Article from the Community Preservation Fund.

**Received the requisite 2/3 vote: Yes – 206, No – 28. Motion carried.**

**Article 38 – CPC Exemption –** Moved and seconded that the Town vote to adopt, upon recommendation of the Community Preservation Committee, the following exemption to the Community Preservation Act found in Massachusetts General Laws Chapter 44B, Section 3 (E) (3): that the first \$100,000.00 of the assessed value of class one, residential parcels be exempt from the Community Preservation Act surcharge, and further to submit such exemption from the surcharge, if approved by the Town Meeting, for acceptance by the voters of the Town of Duxbury at the next qualifying Town or State Election.

**Motion carried.**



**Article 39 – CPC Surcharge Reduction (Citizen Petition)** - Moved and seconded that the Town vote to amend certain provisions of the acceptance by the Town of the Community Preservation Act, known as Chapter 44B of Massachusetts General Laws, by reducing the surcharge from three percent (3%) to one percent (1%) and further to submit such reduction of the surcharge, if approved by the Town Meeting, for acceptance by the voters of the Town of Duxbury at the next qualifying Town or State Election.

There was a motion to move the previous question. **Motion carried.**

Voting Article 39, **Moderator was not able to call the voice vote - a vote count was taken.**

**Yes – 122, No – 114. Motion carried.**

There was a motion for reconsideration of Article 39. **Did not receive the requisite vote called by the Moderator - Motion failed.**

**Article 40 – Transfer Parcels to Conservation** – Moved and seconded that the Town vote to authorize the transfer of certain parcels of Town-owned land, identified as Duxbury Assessors parcels 010-500-008, 010-500-001, 010-500-031, 070-500-020, 070-500-022, 070-500-122, 070-500-021, 080-500-036, 080-500-037, to be held in the care and custody of the Conservation Commission for Conservation purposes under Massachusetts General Laws Chapter 40, Section 8C; said parcels being identified on documents on file at the Office of the Town Clerk.

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 41 – Old Colony Planning Council** – Moved and seconded that the Town vote to become a member of the Old Colony Planning Council as provided for under Chapter 332 of the Acts of 1967.

**Motioned carried.**

**Motion Article 42-Flood Maps**-Moved and seconded that Section 202.1, 202.9, and section 402.1 of the Duxbury Zoning Bylaws were amended and voted at the above meeting to read as follows:

#### **202 Location of Districts**

##### **202.1 Zoning Map**

Said districts are located and bounded as delineated on the “Town of Duxbury, Massachusetts Zoning Map” dated March 2009 as created by Greatwall GIS Services consisting of seven (7) sheets in total as revised and amended to date and on file in the office of Town Clerk including the Wetland and Watershed Protection District Map dated March 4, 1971, as revised and amended to date and on file in the office of Town Clerk, and an Aquifer Protection Map, dated January 15, 1986, as revised and amended March 24, 1993 and December 4, 2002 on file at the office of the Town Clerk, and a Duxbury Insurance Rate Map (DFIRM) dated May 17, 2005 and on file at the office of the Town Clerk. The Zoning Map with boundaries of the districts and all explanatory matter thereon is hereby made a part of this Bylaw shall be resolved according to written terms. This Map has been replaced by adopting a revised Duxbury Flood Insurance Rate Map (DRIFM) entitled, “Flood Insurance Rate Map, Plymouth County, Massachusetts (ALL Jurisdictions), effective Date July 17, 2012, as prepared by the Federal Emergency Management Agency (FEMA)” and on file with the Town Clerk, and substituting the Map referenced thereto with the new title and new date on the revised Map in the above Protective Bylaw Section.

And further to add changes to:

##### **202.2 District Boundary Line Descriptions**

**202.9** Boundaries of Flood Hazard Areas Overlay District are shown and set forth in the “Flood Insurance Rate Map, Plymouth County, Massachusetts (All Jurisdictions), effective date July 17, 2012) as prepared by the Federal Emergency Management Agency (FEMA)” on file at the office of Town Clerk and in the Planning Board. And further to add changes to:

##### **402 Flood Hazard Areas Overlay District**

**402.1** The Flood Hazard Areas Overlay District shall be considered throughout the Town. It shall include all special flood hazard areas throughout the Town. It shall include all flood hazard areas within the Town, as



shown and set forth in the" Flood Insurance Rate Plymouth County, Massachusetts (All Jurisdictions), effective date July 17, 2012 as prepared by the Federal Emergency Management Agency (FEMA)" on file in the office of Town Clerk, and shall include all land areas within the flood elevation established under Title 33 Chapter 1, Part 67, Code of Federal regulations Register at 49 FR 40916 on May on May 1986.

**2/3 vote required –Received the requisite 2/3 called by the Moderator.**

**Article 43 – Historic District By-Law** – Moved and seconded that the Town vote to amend Chapter 12 of the General By-Laws, known as the Local Historic District By-Law by deleting the text indicated by strikethrough and by inserting the text indicated by ***bold italics*** in section 12.2 Definitions as follows:

#### **12.2. Definitions**

***"Person Aggrieved"*** the applicant; an owner of adjoining property; an owner of property within the same District area; an owner of property within 100 feet of said District area; ***an owner of property within the same historic district as the property within one hundred feet of said property lines*** and any charitable corporation in which one of its purposes is the preservation of historic places, structures, buildings or districts;

and,

#### **12.11 Enforcement and Penalties**

12.11.4 Whoever violates any of the provisions of this By-Law shall be punishable by a fine of not less than \$10.00 nor more than ~~\$500.00~~ ***\$300.00*** for each offense under the provisions of M.G.L. Chapter 40C Section 13. Each day during any portion of which such violation continues to exist shall constitute a separate offense.

**Motion carried.**

**Article 44 – Wind Facilities By-Law Change (Short Form, Citizen Petition)** – Moved and seconded that the Town vote to indefinitely postpone this Article.

**Requisite 2/3 vote received and called by the Moderator. Motion carried.**

**Article 45 – Stretch Energy Code** – Moved and seconded that the Town vote to indefinitely postpone this Article.

**Motion carried.**

**Article 46 – Illegal Trash Disposal** – Moved and seconded that the Town vote to amend the General By-laws by adding a new Section 7.8, entitled "Illegal Trash Disposal" as follows:

7.8.1 No person shall dispose of rubbish, filth, hazardous materials, or litter of any kind on any street, sidewalk, or other publicly-owned area in the Town, with the exception of the Town Disposal area. This provision of the Bylaws may be enforced by any Police Officer, or by the Health Agent, by non-criminal disposition pursuant to the provision of Massachusetts General Laws, Chapter 40, Section 21D. The penalty for violation of any provision of this Bylaw shall be \$100.00 for the first offense and each subsequent offense;

and by renumbering the existing sections 7.8 through 7.19 accordingly.

A motion was made to amend the Article as follows:

“The penalty for violation of any provision of this Bylaw shall be \$100.00 for the first offense and \$300.00 for each subsequent offense. Each day shall constitute a separate offense.”

**Voting the amendment to Article 46 – Motion carried.**

**Voting Article 46 as amended – Motion carried.**

**Article 47 – Stabilization Fund –** Moved and seconded that the Town vote to Indefinitely Postpone the Article.

**Motion carried.**

**Article 48 – Free Cash –** Moved and seconded that the Town vote to Indefinitely Postpone the Article.

**Motion carried.**

The Annual Town Meeting was adjourned sine die at 10:32pm on Tuesday,  
March 13, 2012

Total-	\$66,571,834
Tax Levy-	\$60,807,664
Free Cash-	\$ 1,421,388
Other available Funds-	\$ 1,017,782
Borrowing-	\$ 3,325,000

Respectfully submitted,

Nancy M. Oates  
Duxbury Town Clerk

**Special Town Meeting  
Saturday, March 10, 2012  
Performing Arts Center  
Duxbury, MA**

The Moderator called the Special Town Meeting to order after the recessing of the Annual Town Meeting at 9:20am and was adjourned sine die at 10:10am all on Saturday, March 10, 2012 in the Performing Arts Center at 73 Alden Street, Duxbury.

**Article 1, Motion 1 – Current Fiscal Year Transfers, Town Meeting** – Moved and seconded that the Town vote to appropriate the sum of \$550.00 to supplement Town Meeting expenses, and to meet this appropriation to transfer the sum of \$550.00 from Selectmen Personal Services.

**Motion carried.**

**Article 1, Motion 2 – Current Fiscal Year Transfers, Information Services Personal Services** – Moved and seconded that the Town vote to appropriate the sum of \$600.00 to supplement Information Systems Personal Services, and to meet this appropriation to transfer the sum of \$600.00 from Selectmen Personal Services.

**Motion carried.**

**Article 1, Motion 3 – Current Fiscal Year Transfers, Human Resources Expenses** – Moved and seconded that the Town vote to appropriate the sum of \$7,220.00 to supplement Human Resources expenses, and to meet this appropriation to transfer the sum of \$7,220.00 from Assessors Personal Services.

**Motion carried.**

**Article 1, Motion 4 – Current Fiscal Year Transfers, Fire Personal Services** – Moved and seconded that the Town vote to appropriate the sum of \$29,400.00 to supplement Fire Department salaries, and to meet this appropriation to transfer the sum of \$29,400.00 from Free Cash.

**Motion carried.**

**Article 1, Motion 5 – Current Fiscal Year Transfers, Fire Department Expenses** – Moved and seconded that the Town vote to appropriate the sum of \$37,600.00 to supplement Fire Department Expenses, and to meet this appropriation to transfer the sum of \$19,000.00 from Free Cash and the sum of \$18,600.00 from Fire Personal Services.

**Motion carried.**

**Article 1, Motion 6 – Current Fiscal Year Transfers, Harbormaster Expenses** – Moved and seconded that the Town vote to appropriate the sum of \$716.26 to supplement Harbormaster Department expenses, and to meet this appropriation to transfer the sum of \$716.26 from Treasurer/Collector Personal Services.

**Motion carried.**

**Article 1, Motion 7 – Current Fiscal Year Transfers, Library Personal Services** – Moved and seconded that the Town vote to appropriate the sum of \$10,802.81 to supplement Library salaries, and to meet this appropriation to transfer the sum of \$10,802.81 from Assessors Personal Services.

**Motion carried.**

**Article 1, Motion 8 – Current Fiscal Year Transfers, Short-Term Interest Expenses** – Moved and seconded that the Town vote to appropriate the sum of \$7,975.00 to supplement short-term interest expenses, and to meet this appropriation to transfer the sum of \$7,975.00 from Bond Issuance Costs.

**Motion carried.**



**Article 1, Motion 9 – Current Fiscal Year Transfers, Reserve Fund** – Moved and seconded that the Town vote to appropriate the sum of \$43,502.50 to supplement the Reserve Fund, and to meet this appropriation to transfer the sum of \$43,502.50 from Insurance Recovery Greater than \$20,000.00.

**Motion carried.**

**Article 1, Motion 10 – Current Fiscal Year Transfers, Town Manager Personal Services** – Moved and seconded that the Town vote to appropriate the sum of \$5,511.66 to supplement Town Manager Personal Services, and to meet this appropriation to transfer the sum of \$2,000.00 from Assessors Personal Services, and \$3,511.66 from Bond Issuance Costs.

**Motion carried.**

**Article 1, Motion 11 – Current Fiscal Year Transfers, Central Fuel Depot Expenses** – Moved and seconded that the Town vote to appropriate the sum of \$80,000.00 to supplement Central Fuel Depot expenses, and to meet this appropriation to transfer the sum of \$23,000.00 from Lands & Natural Resources Personal Services and the sum of \$57,000.00 from Free Cash.

**Motion carried.**

**Article 1, Motion 12 – Current Fiscal Year Transfers, Police Personal Services** – Moved and seconded that the Town vote to appropriate the sum of \$7,476.82 to supplement Police Personal Services, and to meet this appropriation to transfer the sum of \$7,476.82 from Bond Issuance Costs.

**Motion carried.**

**Article 2 – Unpaid Bills** – Moved and seconded that the Town vote to appropriate the sum of \$1,887.42 to pay the following unpaid bills of previous Fiscal Years which may be legally unenforceable due to the insufficiency of an appropriation; and to meet said appropriation to transfer the sum of \$1,702.19 from Treasurer Collector Personal Services and \$185.23 from Property/Liability Insurance for the following:

Vendor	Department	Amount
Coppola & Coppola	Treasurer/Collector Expenses	\$155.00
Doughboy Police & Fire Supply	Fire Department Expenses	\$279.90
N-STAR	Fire Department Expenses	\$1,145.73
Metromedia Energy	Fire Department Expenses	\$121.56
Tiny & Sons Glass Co	Property & Liability Insurance	\$185.23
	Total	\$1,887.42

**Received the requisite 9/10 vote called by the Moderator (vote was unanimous) - Motion carried.**

**Article 3 – Union Contracts** – Moved and seconded that the Town vote to Indefinitely Postpone Article 3. There are no union contracts at this time.

**Motion carried.**

**Article 4 – Pension Reserve Fund** – Moved and seconded that the Town vote to appropriate the sum of \$100,000.00 to the Pension Reserve Fund, and to meet said appropriation, transfer the sum of \$100,000.00 from Free Cash.

**Motion carried.**

**Article 5 – Percy Walker Pool Enterprise Fund** – Moved and seconded that the Town vote to appropriate the sum of \$10,000.00 to the Percy Walker Pool Enterprise Fund, and to meet said appropriation to transfer the sum of \$10,000.00 from Free Cash.

**Motion carried.**

**Article 6 – Crematory Construction Funds** – Moved and seconded that the Town vote to appropriate the sum of \$66,955.11 to the Crematory Construction Fund for the purpose of offsetting the costs associated with Crematory Construction, and to meet said appropriation, to transfer the sum of \$66,955.11 from the Crematory Construction Stabilization Fund.

**Received the requisite 2/3 vote called by the Moderator - Motion carried.**

**Article 7 – Delete Borrowing Authority, Blairhaven** – Moved and seconded that the Town vote to amend the vote taken under Article 24 of the 2011 Annual Town Meeting by deleting the authorization to borrow and by substituting in its place the authorization to appropriate the sum of \$812,000.00 for the purposes of that Article, and to meet said appropriation, to transfer the sum of \$812,000.00 from the Undesignated Fund Balance of the Community Preservation Fund.

**Motion carried.**

**Article 8 – Transfer to Stabilization** – Moved and seconded that the Town vote to appropriate the sum of \$300,000 to the stabilization fund, and to meet said appropriation, to transfer the sum of \$300,000.00 from Free Cash.

**Received the requisite 2/3 vote called by the Moderator – Motion carried.**

**Article 9 – Pilgrim Nuclear Power Station** – Moved and seconded that the Town vote to approve the following:

The Town of Duxbury, Massachusetts opposes continued operation of Pilgrim Nuclear Power Station (PNPS) until all safety improvements recommended by the Nuclear Regulatory Commission (NRC) as a result of lessons learned from the failures of similarly designed reactors in Fukushima, Japan have been fully implemented; and requests the NRC to immediately suspend all further action on the application of the Entergy Corporation for renewal of its license to operate PNPS until such full implementation has been accomplished.

The Clerk of Duxbury shall forward the text of this article to the Nuclear Regulatory Commission, the Town of Duxbury's State and Federal delegations, the Select Boards within the Emergency Planning Zone of the Pilgrim Nuclear Power Station, and Entergy Corporation, so that the intent of the citizens of Duxbury is widely known.

**Motion carried.**

**Article 10 – Transfer Parcels to Water Department** – Moved and seconded that the Town vote to transfer the care, custody and control and convey parcels 1, 2 and 3 of Assessor's Parcel #130-020-000, as shown on a plan of land entitled "Plan of Land Showing Assessor's Parcels 130C-020-000 & 130C-502-022 off Teakettle Lane & Moduc Street Duxbury, MA" by Stenbeck & Taylor dated October 18, 2011, a copy of which is on file with the Town Clerk, from the Town of Duxbury to its Water Department and to appropriate a sum of money for the purposes of this Article, and to meet said appropriation, to transfer the sum of \$50,000.00 from Water Enterprise Fund Retained Earnings.

**Received the requisite 2/3 vote called by the Moderator – Motion carried.**

**The meeting was opened at 9:20am and was adjourned sine die at 10:10am all on Saturday, March 10, 2012 in the PAC at 73 Alden St., Duxbury, MA**

Certification of Funds:

Other Funds	\$1,056,797.58
<u>Free Cash</u>	<u>\$515,400.00</u>
Total	\$1,572,197.58

Respectfully submitted,

Nancy M. Oates

Duxbury Town Clerk

**Annual Town Election**  
**Saturday, March 24, 2012**  
**Duxbury Middle School Gymnasium**  
**Duxbury, MA**

	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Precinct 6	Total
<b>Selectman</b>							
David J. Madigan	134	186	139	99	87	88	733
Paul E. McCormack	73	97	40	39	28	37	314
Write-In	0	0	0	0	1	0	1
Blank	2	1	2	3	0	3	11
<b>Assessor</b>							
Linda M. Collari	158	210	128	95	85	98	774
Write-In	0	3	0	0	0	0	3
Blank	51	71	53	46	31	30	282
<b>Moderator</b>							
Friend S. Weiler, Sr.	162	242	144	112	94	109	863
Write-In	10	3	1	1	2	0	17
Blank	37	39	36	28	20	19	179
<b>Planning Board</b>							
Scott C. Casagrande	148	206	125	93	82	93	747
Write-In	2	1	1	1	0	0	5
Blank	60	77	55	47	34	35	308
<b>School Committee</b>							
John P. Heinstadt	163	213	132	99	87	102	796
Write-In	2	3	1	1	0	0	7
Blank	44	68	48	41	29	26	256
<b>Library Trustees (Vote for 2)</b>							
Paula S. Harris	174	220	141	101	92	91	819
Laney S. Mutkoski	151	209	126	96	82	91	755
Write-In	2	1	0	1	0	0	4
Blank	91	146	95	84	58	74	548
<b>Housing Authority</b>							
David M. O'Connell	54	96	37	31	28	27	273
Michael J. Thorp	47	52	60	55	37	34	285
Bertram L. Walters	68	77	36	26	22	40	269
Write-In	3	1	2	0	0	0	6
Blank	38	59	46	29	29	27	228

Total Ballots *	209	284	181	141	116	128	1,059
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Absentee Ballots	8	22	8	5	3	29	75
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\* Absentee Ballots included in Total Ballots

I hereby certify the results of the Duxbury Annual Town Election held on March 24, 2012 at the Duxbury Middle School Gymnasium from 8am - 8pm.

Respectfully Submitted  
Nancy M. Oates  
Duxbury Town Clerk



# Finance



The Duxbury Bank, later the Cable House,  
and now a private residence on Washington Street.  
Photo taken by William Facey, the telegraph operator, circa 1900-1910

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Assessing Department  
Economic Advisory Committee  
Finance Committee  
Finance Director  
Fiscal Advisory Committee  
Human Resources  
Town Accountant  
*(Including financial reports)*  
Treasurer/Collector  
Trust Funds

## Assessing Department

Included among its FY 2012 significant activities and accomplishments, the Assessing Department:

- Successfully completed the FY 2012 Town-wide revaluation program. This project was completed in time for the tax bills to be issued on schedule.
- Received approval from the Bureau of Accounts of the FY2012 tax rate of \$13.79.
- The Department welcomed Stephen J. Dunn as the new Director of Assessing in July of 2011 and a new Administrative Assistant, Dottie Lamoureux, in November of 2011.
- Worked jointly with the Council on Aging Director and the Board of Assessors to achieve approval by the Board of Selectman of a plan to increase from twenty to thirty five the number of Town residents who are able to participate in the Senior Work-off Abatement program.
- Continued a Payment In Lieu of Taxes initiative under which the Town's non-profit tax exempt properties were solicited to make a financial contribution to support Town services such as police and fire protection and DPW services. A total of \$5,450 was received under this program.
- Continued the practice of putting an insert in the tax bills of all Town property owners that summarized the Assessing Department's tax relief programs. Conducted a presentation at the Senior Center on January 9, 2012 regarding the tax exemptions programs that are available for senior citizens.
- The new growth for FY 2012 was \$377,546.

### Notable Assessment Statistics

<u>Assessment Data</u>	<u>FY 2012</u>	<u>FY 2011</u>
Taxable Real Estate	\$3,158,952,171	\$3,312,488,000
Personal Property	\$41,683,140	\$40,395,200
Total Real and Personal	\$3,200,635,311	\$3,352,883,200
Average Single Family Assessment	\$556,900	\$584,600

Respectfully submitted,

Board of Assessors

James G. MacNab, Chair; June E. Albritton, V. Chair; Linda Collari, Clerk

## Economic Advisory Committee

The Economic Advisory Committee (EAC) has a mission to support, promote, and foster economic strategies, working with the local business community. The committee is made up of designees from the Board of Selectmen, Planning Board and Zoning Board of Appeals. The Selectmen also appoint three local business owners and three citizens at large. The board for most of this fiscal year included John Bear, Linda Collari, Georgia Cosgrove, Chris Donato, Clark Hinkley, Phillip Markella, John Stanton, Tom Tucker, and Scott Zoltowski.

There was some reorganization this year with Tom Tucker, who has served as Chairman for several years, stepping down, but remaining an active member of the EAC. John Bear served as Chairman with Georgia Cosgrove as Vice Chair. Various combinations of meeting times and frequency were considered, resulting in an every other month first Wednesday, Eight AM schedule, which fits local business owners' schedules. There was some turnover in membership, and the committee was fortunate to add individuals with strong retail background.

The EAC continues to focus on three areas:

- Business Development:

This activity includes efforts to attract new businesses to fill large vacant Neighborhood Business District properties in Millbrook and Cox's Corner. Meetings and briefings were held with four interested businesses during the year. Business development is also working with the retail property owners in Halls Corner to encourage them to bring in "good" replacement retail that will succeed and increase buyer traffic for other stores.

- Business District Enhancement:

This initiative looks for ways to improve the primary business districts with a focus on the largest, Halls Corner. A long term effort is to improve the traffic and parking patterns, which currently divide the district into several discrete sections as opposed to a cohesive shopping destination. The committee applied for a grant from State agencies for assistance and study in this area.

In the near term the EAC began an initiative to create a more consistent look among the various businesses in Halls Corner; starting with the specification of curbside planters that property owners would use in Halls Corner. The cohesive look would be carried through to a standard choice of plantings, as provided by the Community Garden Club. The summer of 2012 was the first use of these planters.

- The Permitting Process:

Improving the permitting process has been the least active area for EAC, but the changes suggested in the Zoning Bylaw review should be beneficial to new business.

Respectfully submitted,  
John Bear, Chair

## Finance Committee

The Finance Committee is responsible for making recommendations on all matters that are brought before Town Meeting, consistent with Chapter 6 of the Duxbury General Laws. While many towns limit the scope of their finance committees, in Duxbury, the Finance Committee operates as Town Meeting advisor, making recommendations on everything from the Town Manager's proposed budget to zoning changes to citizen petition articles. The Finance Committee fulfilled its obligations this past year by reviewing, with Department Heads and our very capable Finance Director, all 66 budgets that constitute the Town's annual operating budget for FY13. We also reviewed and made recommendations on the 10 articles we presented for the October 2011 Special Town Meeting, as well as the 48 articles on the 2012 Annual Town Meeting Warrant and the 18 motions for the March 2012 Special Town Meeting.

The other members of the FY2012 Finance Committee have been Gene Blanchard, Colleen Brayer, Melissa Donohoe, Bill Harris, Eleanor MacKay, Mark Mahoney, Gay Shanahan, and Betsy Sullivan. I thank them for their service to the Town.

Respectfully submitted,  
Ken McCarthy, Chair



## Finance Director

Fiscal year 2012 was the year of building construction and renovation. During the year four major construction/renovation projects were somewhere between development and completion.

The crematory project, which was budgeted for \$2.65 million, was complete and up and running. A state of the art facility, it is projected to be more efficient resulting in less costly operation. More importantly, it is a facility that is better equipped to handle public interaction.

The Fire Station renovations were substantially complete by the end of the fiscal year. Firefighters were moved out of their temporary quarters in a trailer to a facility better suited to provide adequate living quarters for those men and women working twenty four hour shifts. Budgeted at \$3.7 million, the renovations bring the station up to code as well as address the needs of today's emergency response force.

The Police Station, long overdue, broke ground in FY 2012. Budgeted at \$6.25 million, the facility is ahead of schedule. The new Police Station will provide the officers and staff the technology and safety not existent in the current West street location. It is anticipated that the station will open in the spring of 2013.

Another exciting project is the new junior/senior high school project. At the October 29<sup>th</sup> Special Town Meeting, an article was passed in the amount of \$126,806,161 to fund the project. This vote was later validated at a Town held election. Groundbreaking occurred by year-end and great progress is being made. The facility is anticipated to be ready for use by September 2014.

No less important was the passage of the FY 2012 operating budget. Totaling \$54,956,335, the operating budget represents an increase of 1.7% over the FY 2011 budget. Funded entirely with recurring revenue, this budget provided for the same level of services historically delivered by the municipality.

Again this year the Town was able to substantially increase its reserves. At the March 12<sup>th</sup> STM \$300,000 was transferred into the Stabilization Fund. This represented an increase of over twenty-two percent in the balance. The total increase to this fund since FY 2007 is nearly 155%. Additionally, \$100,000 was added to the Pension Reserve Fund, increasing its balance by over eighteen percent.

The Town was able to dedicate over \$1.6 million to a comprehensive C.I.P. program. From these funds, the Town was able to purchase equipment such as dump trucks for the DPW, a refurbished Fire Rescue Truck, and improve technology for Police, Fire, and Education.

Thanks to the many people who were able to make all this happen.

Respectfully submitted,  
John M. Madden, Finance Director

## Fiscal Advisory Committee

The Fiscal Advisory Committee has nine members appointed by the Moderator. It is responsible for reviewing capital projects and reporting their recommendations to the Town Meeting, the Finance Committee and the Board of Selectmen. Capital expenses are generally defined as purchases of equipment or building construction or repair projects that exceed \$25,000 and have an estimated life of 3 years or more. In addition, it reviews other Warrant Articles being proposed for Town Meeting that involve Capital Expenditures such as CPC proposals, land purchases, etc., that come before the citizens of Duxbury at an Annual or Special Town Meeting.

In addition to these efforts, Fiscal Advisory Committee has produced a long term capital budget report that is presented at the Annual Town Meeting. This report estimates the effect on our estimated tax rate for our residents based on the various capital projects being undertaken or considered by the town.

Fiscal Advisory also reviews all department requests for fee increases and reports our recommendations to the Board of Selectmen who are responsible for making any changes in Fees. Any increases are carefully reviewed and only approved if justified by increases in cost to provide the particular service.

Respectfully submitted,

Karen Barry, Beth Conway, Alexander Chin, Francis Mangione, David Matthews, William O'Toole,  
Nancy von Stackelberg, Ling Wong

## **Human Resources**

This Department is staffed by full-time Human Resources Officer, Jeannie Horne, and part-time Benefits Coordinator, Phylis Hughes. It operates under the policy direction of the Personnel Board and the regular management of the Finance Director. Our work serves the needs of approximately 300 town employees, 500 school employees and 400 retirees. It includes; compliance with and interpretation of the Town of Duxbury's Personnel Bylaws, collective bargaining contracts, employee policies and procedures, recruitment and selection of new employees, orientation and administration of benefit plans, legal compliance, training, employee relations, compensation, risk management, and labor relations. (While the Schools are under the jurisdiction of the School Committee this department does handle their benefit administration, and shares our established policy and practice standards.)

### **Policies and Procedures**

The Human Resources Department meets regularly with the Town's Labor Specialist and the Personnel Board to review policy and recommend revisions as necessary.

### **Recruitment, Selection and Retention**

This department assists other Town departments with the hiring, separation and retirement process on various levels. Our talented and dedicated employees continually provide excellent service and subject matter expertise to the citizens of Duxbury. In an effort to formalize responsibilities and expectations, the Town continues its enterprise-wide job description effort involving supervisors, employees and union representatives.

### **Benefit Administration**

This department administers employee benefits for all town, school and retired employees. We are responsible for preparing required government reports, participating in audits, and managing the annual employee open enrollment and benefit fair for; health, dental, life, cancer and disability insurance, as well as medical and dependent flexible spending accounts. Our self insured health plans continued to be managed carefully in partnership with our Insurance Committee. We offered health insurance for dependants up to age 26 beginning on July 1, 2011, and offered open enrollment for the 'Commonwealth Choice Voluntary Plan', per Mass Health Care Reform. At the request of employees, we rolled out the 'Benny Card' for Medical Flexible Spending Account spending, eliminating the need for manual and paper based reimbursements.

Municipal Health Insurance Reform was a strong area of focus this year. This department arranged seminars for joint Board of Selectmen and School Committee meetings explaining the related process. The results will save the Town more than \$2.2 million over the next three years. This savings was realized through the elimination of the Master Health Plus indemnity plan, increased and new copays over the next two years and the



introduction of deductibles in the third year. These changes also bring the Town into compliance with National Health Care Reform. Because this law and the required process to change our health plan benefits did not provide a mechanism for communication with non-union employees we also provided seminars to them. This ensured that non-union employees also had their own opportunity to understand the changes and ask questions both before and after the health plan changes were made.

### **Labor Relations**

The Human Resources Officer interprets and administers the terms of collective bargaining agreements, individual employment contracts, and acts as liaison to Labor Counsel and union representatives. On a regular basis this position provides research and comparability studies to the Town Manager, Finance Director, Selectman, Labor Counsel, Personnel Board and various members of management.

### **Compensation and Performance**

For employees covered under the Personnel Bylaw, we improved and simplified the existing processes and resources to conduct our annual performance evaluations, and merit based salary increases. The Personnel Plan work hour requirement of 1,560 for performance evaluations and merit increases was removed creating an annual evaluation requirement for all Personnel Plan employees and a more equitable and frequent opportunity to have a dialog about expectations and job performance.

### **Risk Management**

Employee well being remained an operational and strategic priority. The Risk Management Committee continued to work together to ensure that the Town's risk management control measures create a safer and more compliant work environment. This committee is comprised of the Human Resources Officer, Executive Assistant to the Town Manager, Town and School Department Heads, and our Loss Control Manager from Massachusetts Inter-local Insurance Association (MIIA) the town's workers compensation, general liability, property, and automobile insurance provider.

Our Risk Management Committee meetings are held quarterly. The Town's risk exposure is further limited by; Injured on Duty insurance (for Fire, Harbormaster and Police employees), our partnership with our occupational health provider 'Jordan on the Job', relevant free or low cost training opportunities, and capitalizing on available and related grants.

Again we participated in the "MIIA Rewards" program, and received a credit of \$34,618 towards our overall premium costs due to our improved risk management procedures during FY12. We thank everyone for helping us obtain this significant credit by making timely reports of losses, participating in the Risk Management Committee, and available training opportunities.

### **Training**

Whenever possible we utilize no-cost training resources through MIIA and AllOne Health, our Employee Assistance Provider (EAP). In partnership with MIIA and our EAP, the department continued to offer 'cluster' training surrounding communities and our employees. These trainings target areas of concern and loss experience. In addition, we continued our monthly 'Lunch and Learn' series for employees providing education about available benefits. Lastly, we offered back injury and slip and fall prevention training sessions that were mandatory for DPW and custodial staff, and voluntary for all other employees.

### **Wellness Activities**

The Town continues to encourage good health, better lifestyle awareness, and greater physical fitness for employees. We continue to see an increase in the number of employees participating in the fitness reimbursement benefit.



Our jobs are rewarding, challenging and enjoyable, thanks to the employees and citizens of Duxbury. Special thanks to the staff in the offices of; Accounting, Council on Aging, Finance, Information Technology, Library, Payroll, Town Manager, Treasurer, and the Schools, with whom we work so closely. Your friendship, support, and humor are always appreciated.

We are proud to work for the Town of Duxbury and its citizens.

Respectfully submitted,

Jeannie Horne, Human Resources Officer  
Phylis Hughes, Benefits Coordinator

## **Town Accountant**

The Department of Revenue has certified the 2012 General Fund Free Cash in the amount of \$4,528,910 an increase of \$930,251 over 2011. The Water Enterprise Fund Retained Earnings was certified in the amount of \$963,303 and the Pool Enterprise Fund Retained Earnings closed FY 2012 with a deficit fund balance of \$34,375. This deficit was subsidized by the general fund in the FY 2013 tax rate process.

General Fund revenues came in approximately \$1,939,884 more than budgeted for the fiscal year ending June 30, 2012. State aid to the Town increased from budgeted by \$24,781.00 while Motor Vehicle Excise taxes came in \$470,406 more than budgeted, as well as an increase of \$731,047 in licenses and permit. General Fund expenditures came in approximately \$907,219 less than budgeted. Some of the budgets that returned unexpended funds which attributed to this surplus were the Police Department for \$152,161, the Fire Department for \$42,622, the Snow & Ice budget returned \$49,442, the Transfer Station returned \$28,014, the Sewer Department for \$30,992, Library for \$19,473, health insurance for \$234,190 and fire and liability insurance and worker's compensation attributed \$122,507 to the surplus.

The Town prepared and submitted, for the eighth year, The Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2011 and received the Certificate of Achievement for Excellence in Financial Reporting for the eighth year. This achievement is accomplished with the cooperative efforts of the assessors' office, the treasurer/collector's office, and the accounting and finance department with the assistance from our auditors, Powers and Sullivan. The audit for Fiscal Year 2012 has been completed and the Comprehensive Annual Financial Report (CAFR) has been submitted to the Government Finance Officers Association (GFOA).

The Town for the third year has balanced the operating budget presented to town meeting without the use of free cash. From year to year we face an uncertainty in the level of funding that will be provided to the Town from the State. Even in these difficult economic times the Town will continue to strive to provide the level of services that have existed in the past.

Respectfully submitted,

Claudette Coutu  
Town Accountant

Town of Duxbury  
Combined Balance Sheet  
June 30, 2012

	General Fund	Special Revenue	Capital Projects	Water Enterprise	Pool Enterprise	Trust and Agency	Long-Term Debt Group	Total
Cash - Unrestricted Checking	\$ 12,136,410	\$ 4,502,545	\$ 6,425,494	\$ 1,980,508	\$ (22,274)	\$ 9,024,374	\$ -	\$ 34,047,057
Cash - Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,704,769	\$ -	\$ 4,704,769
Receivables	\$ 2,987,093	\$ 23,271	\$ -	\$ 160,819	\$ -	\$ -	\$ -	\$ 3,171,183
Accrued Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due From The Commonwealth	\$ -	\$ 113,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,282
Due From The General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amounts to Be Provided	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,484,642	\$ 17,484,642
<b>TOTAL ASSETS</b>	<b>\$ 15,123,503</b>	<b>\$ 4,639,098</b>	<b>\$ 6,425,494</b>	<b>\$ 2,141,327</b>	<b>\$ (22,274)</b>	<b>\$ 14,129,143</b>	<b>\$ 17,484,642</b>	<b>\$ 62,297,856</b>
Warrants Payable	\$ 1,740,171	\$ 294,399	\$ 12,963	\$ 37,453	\$ 12,102	\$ 2,429	\$ -	\$ 2,099,517
Accrued Payrolls & Withholdings	\$ 1,712,663	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,712,663
Deferred Revenues	\$ 2,306,200	\$ 136,553	\$ -	\$ 160,819	\$ -	\$ -	\$ -	\$ 2,603,572
Allowance for Abatements & Exemptions	\$ 680,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 680,893
Claims Incurred But Not Reported	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 919,050	\$ -	\$ 919,050
Other Liabilities	\$ 91,061	\$ 280,688	\$ -	\$ -	\$ -	\$ 196,604	\$ -	\$ 568,353
Notes Payable	\$ -	\$ -	\$ 16,098,000	\$ -	\$ -	\$ -	\$ -	\$ 16,098,000
Bonds Payable	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,484,642	\$ 18,284,642
Due to Trust Fund	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
<b>TOTAL LIABILITIES</b>	<b>\$ 7,730,988</b>	<b>\$ 711,640</b>	<b>\$ 16,110,963</b>	<b>\$ 198,272</b>	<b>\$ 12,102</b>	<b>\$ 1,118,083</b>	<b>\$ 17,484,642</b>	<b>\$ 45,743,613</b>
Reserved Fund Balance:								
Appropriations	\$ 1,421,388	\$ 2,543,913	\$ (9,685,469)	\$ 979,752	\$ -	\$ -	\$ -	\$ (4,740,416)
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Purposes	\$ 656,223	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 656,223
Appropriation Deficits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained Earnings	\$ -	\$ -	\$ -	\$ 963,303	\$ (34,376)	\$ -	\$ -	\$ 928,927
Unreserved Fund Balance:								
Designated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,011,060	\$ -	\$ 13,011,060
Undesignated	\$ 5,314,904	\$ 1,383,545	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,698,449
<b>TOTAL FUND BALANCE</b>	<b>\$ 7,392,515</b>	<b>\$ 3,927,458</b>	<b>\$ (9,685,469)</b>	<b>\$ 1,943,055</b>	<b>\$ (34,376)</b>	<b>\$ 13,011,060</b>	<b>\$ -</b>	<b>\$ 16,554,243</b>
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 15,123,503</b>	<b>\$ 4,639,098</b>	<b>\$ 6,425,494</b>	<b>\$ 2,141,327</b>	<b>\$ (22,274)</b>	<b>\$ 14,129,143</b>	<b>\$ 17,484,642</b>	<b>\$ 62,297,856</b>

Town of Duxbury  
Combined Special Revenue Funds  
June 30, 2012

Account Title	Fund 220 School Lunch	Fund 241 School Fed. Grts.	Fund 242 School State Grts.	Fund 243 School Gifts	Fund 244 School Revolving	Sub-Total School Spec. Revenue Funds
Cash - Unrestricted Checking	\$ 177,412	\$ 18,748	\$ 645,364	\$ 43,560	\$ 1,111,598	\$ 1,996,682
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ 8,638	\$ 8,638
<b>TOTAL CASH:</b>	<b>\$ 177,412</b>	<b>\$ 18,748</b>	<b>\$ 645,364</b>	<b>\$ 43,560</b>	<b>\$ 1,120,236</b>	<b>\$ 2,005,320</b>
Tax Liens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
User Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Liens Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TAXES &amp; CHARGES RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Apportioned Assessments, Not Yet due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apportioned Assessments Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSESSMENTS RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Due From the Commonwealth	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS:</b>	<b>\$ 177,412</b>	<b>\$ 18,748</b>	<b>\$ 645,364</b>	<b>\$ 43,560</b>	<b>\$ 1,120,236</b>	<b>\$ 2,005,320</b>
Warrants payable	\$ 621	\$ 6,155	\$ 8,145	\$ 25,695	\$ 42,506	\$ 83,122
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Revenue	\$ -	\$ -	\$ -	\$ -	\$ 204,208	\$ 204,208
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notes Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES:</b>	<b>\$ 621</b>	<b>\$ 6,155</b>	<b>\$ 8,145</b>	<b>\$ 25,695</b>	<b>\$ 246,714</b>	<b>\$ 287,330</b>
Fund Balance - Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Reserved for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Federal Grants	\$ -	\$ 12,593	\$ -	\$ -	\$ -	\$ 12,593
Fund Balance - State Grants	\$ -	\$ -	\$ 637,219	\$ -	\$ -	\$ 637,219
Fund Balance - Revolving Fund	\$ 176,791	\$ -	\$ -	\$ 17,865	\$ 873,522	\$ 1,068,178
Fund Balance - Receipts Reserved for Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Community Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FUND BALANCE:</b>	<b>\$ 176,791</b>	<b>\$ 12,593</b>	<b>\$ 637,219</b>	<b>\$ 17,865</b>	<b>\$ 873,522</b>	<b>\$ 1,717,990</b>
<b>TOTAL LIABILITIES/FUND BALANCE:</b>	<b>\$ 177,412</b>	<b>\$ 18,748</b>	<b>\$ 645,364</b>	<b>\$ 43,560</b>	<b>\$ 1,120,236</b>	<b>\$ 2,005,320</b>



Town of Duxbury  
Combined Special Revenue Funds  
June 30 2012,

Account Title	Fund 230 Highway	Fund 251 Town Fed. Grts.	Fund 252 Town State Grts.	Fund 253 Town Gifts	Fund 254 Town Revolving	Fund 255 Park & Rec Revolv.	Fund 256 Receipts Reserved	Fund 257 Community Pres.	Sub-Total Town Spec. Revenue Funds	TOTAL
Cash - Unrestricted Checking	\$ (17,498)	\$ (2,453)	\$ 64,343	\$ 229,456	\$ (89,583)	\$ 117,635	\$ 109,365	\$ 2,085,960	\$ 2,497,225	\$ 4,493,907
Petty Cash	\$ -	\$ (2,453)	\$ 64,343	\$ 229,456	\$ (89,583)	\$ 117,635	\$ 109,365	\$ 2,085,960	\$ 2,497,225	\$ 8,638
<b>TOTAL CASH:</b>	<b>\$ (17,498)</b>	<b>\$ (2,453)</b>	<b>\$ 64,343</b>	<b>\$ 229,456</b>	<b>\$ (89,583)</b>	<b>\$ 117,635</b>	<b>\$ 109,365</b>	<b>\$ 2,085,960</b>	<b>\$ 2,497,225</b>	<b>\$ 4,502,545</b>
Tax Liens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 644	\$ 644	\$ 644
User Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Liens Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TAXES &amp; CHARGES RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 644</b>	<b>\$ 644</b>	<b>\$ 644</b>
Apportioned Assessments, Not Yet due	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apportioned Assessments Added To Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,627	\$ 22,627	\$ 22,627
<b>TOTAL ASSESSMENTS RECEIVABLE:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,627</b>	<b>\$ 22,627</b>	<b>\$ 22,627</b>
Due From the Commonwealth	\$ -	\$ -	\$ 113,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,282	\$ 113,282
Other Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS:</b>	<b>\$ (17,498)</b>	<b>\$ (2,453)</b>	<b>\$ 177,625</b>	<b>\$ 229,456</b>	<b>\$ (89,583)</b>	<b>\$ 117,635</b>	<b>\$ 109,365</b>	<b>\$ 2,109,231</b>	<b>\$ 2,633,779</b>	<b>\$ 4,639,098</b>
Warrants payable	\$ -	\$ 1,228	\$ 110,028	\$ 15,109	\$ 11,708	\$ 31,622	\$ -	\$ 41,583	\$ 211,277	\$ 294,399
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,104	\$ -	\$ 2,895	\$ 75,999	\$ 280,207
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481	\$ 481	\$ 481
Deferred Revenue	\$ -	\$ -	\$ 113,282	\$ -	\$ -	\$ -	\$ -	\$ 23,271	\$ 136,553	\$ 136,553
Notes Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LIABILITIES:</b>	<b>\$ -</b>	<b>\$ 1,228</b>	<b>\$ 223,310</b>	<b>\$ 15,109</b>	<b>\$ 11,708</b>	<b>\$ 104,726</b>	<b>\$ -</b>	<b>\$ 68,230</b>	<b>\$ 424,310</b>	<b>\$ 711,640</b>
Fund Balance - Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance - Reserved for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,850	\$ 11,850	\$ 11,850
Fund Balance - Federal Grants	\$ -	\$ (3,681)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,681)	\$ 8,912
Fund Balance - State Grants	\$ (17,498)	\$ -	\$ (45,685)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (63,183)	\$ 574,036
Fund Balance - Revolving Fund	\$ -	\$ -	\$ -	\$ 214,347	\$ (101,290)	\$ 12,909	\$ -	\$ -	\$ 125,966	\$ 1,194,144
Fund Balance - Receipts Reserved for Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,365	\$ -	\$ 109,365	\$ 109,365
Fund Balance - Community Preservation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 645,606	\$ 645,606	\$ 645,606
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,383,545	\$ 1,383,545	\$ 1,383,545
<b>TOTAL FUND BALANCE:</b>	<b>\$ (17,498)</b>	<b>\$ (3,681)</b>	<b>\$ (45,685)</b>	<b>\$ 214,347</b>	<b>\$ (101,290)</b>	<b>\$ 12,909</b>	<b>\$ 109,365</b>	<b>\$ 2,041,001</b>	<b>\$ 2,209,469</b>	<b>\$ 3,927,458</b>
<b>TOTAL LIABILITIES/FUND BALANCE:</b>	<b>\$ (17,498)</b>	<b>\$ (2,453)</b>	<b>\$ 177,625</b>	<b>\$ 229,456</b>	<b>\$ (89,583)</b>	<b>\$ 117,635</b>	<b>\$ 109,365</b>	<b>\$ 2,109,231</b>	<b>\$ 2,633,779</b>	<b>\$ 4,639,098</b>

Town of Duxbury  
Capital Project Funds  
June 30, 2012

Account Title	Fund 301 Cemetery Exp. Project	Fund 302 Pool Project	Fund 303 Senior Center Parking Lot Project	Fund 304 Crematory/Cemetery Office Facility	Fund 305 Fire Station Design	Fund 306 Police Station	Fund 331 DMS & DHHS Feasibility Study Proj.	Fund 332 Chandler School Roof Project	Fund 333 Schematic Design High & Middle School	Fund 334 DMS & DHHS Construction Project	Fund 349 & 399 Completed Capital Projects	Sub-Total Capital Projects Town
Cash - Unrestricted Checking	\$ 1,242 \$	17,614 \$	\$ 14,446 235,705	\$	\$ 444,882 \$	3,514,736 \$	50,159 \$	312 \$	78,098 \$	1,801,138 \$	25,775 \$	6,184,107
Due From Other Governments	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$
<b>TOTAL ASSETS</b>	<b>\$ 1,242 \$</b>	<b>17,614 \$</b>	<b>\$ 14,446 235,705</b>	<b>\$</b>	<b>\$ 444,882 \$</b>	<b>3,514,736 \$</b>	<b>50,159 \$</b>	<b>312 \$</b>	<b>78,098 \$</b>	<b>1,801,138 \$</b>	<b>25,775 \$</b>	<b>6,184,107</b>
Warrants Payable	\$ - \$	- \$	- \$	\$ 2,413	\$ 8,000 \$	2,550 \$	- \$	- \$	- \$	\$	- \$	12,963
Accounts Payable	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	\$	- \$	- \$
Bid Deposits	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	\$	- \$	- \$
Deferred Revenue	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	\$	- \$	- \$
Bond Anticipation Notes Payable	\$ - \$	- \$	- \$	\$ 2,600,000	\$ 3,842,000 \$	4,706,000 \$	- \$	- \$	950,000 \$	4,000,000 \$	- \$	16,098,000
Grant Anticipation Notes Payable	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	\$	- \$	- \$
<b>TOTAL LIABILITIES</b>	<b>\$ - \$</b>	<b>- \$</b>	<b>\$ - 2,602,413</b>	<b>\$ 3,850,000 \$</b>	<b>\$ 4,708,550 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>950,000 \$</b>	<b>4,000,000 \$</b>	<b>- \$</b>	<b>16,110,963</b>
Special Purposes	\$ 1,242 \$	17,614 \$	\$ 14,446 (2,366,708)	\$ (3,405,118) \$	50,159 \$	(1,193,814) \$	50,159 \$	312 \$	(871,902) \$	(2,198,862) \$	25,775 \$	(9,926,856)
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,242 \$</b>	<b>17,614 \$</b>	<b>\$ 14,446 (2,366,708)</b>	<b>\$ (3,405,118) \$</b>	<b>50,159 \$</b>	<b>(1,193,814) \$</b>	<b>50,159 \$</b>	<b>312 \$</b>	<b>(871,902) \$</b>	<b>(2,198,862) \$</b>	<b>25,775 \$</b>	<b>(9,926,856)</b>
<b>TOTAL LIABILITIES/FUND BALANCES</b>	<b>\$ 1,242 \$</b>	<b>17,614 \$</b>	<b>\$ 14,446 235,705</b>	<b>\$ 444,882 \$</b>	<b>3,514,736 \$</b>	<b>50,159 \$</b>	<b>50,159 \$</b>	<b>312 \$</b>	<b>78,098 \$</b>	<b>1,801,138 \$</b>	<b>25,775 \$</b>	<b>6,184,107</b>

Town of Duxbury  
Capital Project Funds -Continued  
June 30, 2012

Account Title	Fund 351		Fund 352		Fund 353		Fund 359		Sub-Total	
	Damon Wells Water Project		Water Mains Water Project		Birch St. Tank Water Project		Completed Water Cap. Proj.		Capital Projects Enterprise	TOTAL
Cash - Unrestricted Checking	\$ 132,368	\$	83,949	\$	70	\$	25,000	\$	241,387	\$ 6,425,494
Due From Other Governments	\$ -	\$	-	\$	-	\$	-	\$	-	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 132,368</b>	<b>\$</b>	<b>83,949</b>	<b>\$</b>	<b>70</b>	<b>\$</b>	<b>25,000</b>	<b>\$</b>	<b>241,387</b>	<b>\$ 6,425,494</b>
Warrants Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$ 12,963
Accounts Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$ -
Bid Deposits	\$ -	\$	-	\$	-	\$	-	\$	-	\$ -
Deferred Revenue	\$ -	\$	-	\$	-	\$	-	\$	-	\$ -
Bond Anticipation Notes Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$ 16,098,000
Grant Anticipation Notes Payable	\$ -	\$	-	\$	-	\$	-	\$	-	\$ -
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 16,110,963</b>
Special Purposes	\$ 132,368	\$	83,949	\$	70	\$	25,000	\$	241,387	\$ (9,685,469)
<b>TOTAL FUND BALANCES</b>	<b>\$ 132,368</b>	<b>\$</b>	<b>83,949</b>	<b>\$</b>	<b>70</b>	<b>\$</b>	<b>25,000</b>	<b>\$</b>	<b>241,387</b>	<b>\$ (9,685,469)</b>
<b>TOTAL LIABILITIES/FUND BALANCES</b>	<b>\$ 132,368</b>	<b>\$</b>	<b>83,949</b>	<b>\$</b>	<b>70</b>	<b>\$</b>	<b>25,000</b>	<b>\$</b>	<b>241,387</b>	<b>\$ 6,425,494</b>



**Town of Duxbury**  
**Schedule of Combined Trust Funds**  
June 30, 2012

	<u>Fund 810</u>	<u>Fund 820</u>	<u>Fund 830</u>	<u>Fund 890</u>	<u>TOTAL</u>
	<u>Non-Expendable</u>	<u>Expendable</u>	<u>Health Claims</u>	<u>Agency</u>	
Cash - Unrestricted Checking	\$ -	\$ 3,803,996	\$ 5,021,856	\$ 198,522	\$ 9,024,374
Cash - Restricted Savings	\$ 3,704,769	\$ -	\$ 1,000,000	\$ -	\$ 4,704,769
Due from the General Fund	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Accrued Contributions Receivable	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 3,704,769</b>	<b>\$ 4,203,996</b>	<b>\$ 6,021,856</b>	<b>\$ 198,522</b>	<b>\$ 14,129,143</b>

Warrants Payable	\$ -	\$ -	\$ 511	\$ 1,918	\$ 2,429
Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Due To Other Governments	\$ -	\$ -	\$ -	\$ 2,588	\$ 2,588
Deposits Held to Guarantee Performance	\$ -	\$ -	\$ -	\$ 187,840	\$ 187,840
Claims Incurred But Not Reported	\$ -	\$ -	\$ 919,050	\$ -	\$ 919,050
Other Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -
Special Details Payable	\$ -	\$ -	\$ -	\$ 6,176	\$ 6,176
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 919,561</b>	<b>\$ 198,522</b>	<b>\$ 1,118,083</b>

Special Purposes	\$ -	\$ -	\$ -	\$ -	\$ -
Non Expendable Trusts	\$ 3,704,769	\$ -	\$ -	\$ -	\$ 3,704,769
Expendable Trusts	\$ -	\$ 4,203,996	\$ 5,102,295	\$ -	\$ 9,306,291
Undesignated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FUND BALANCE</b>	<b>\$ 3,704,769</b>	<b>\$ 4,203,996</b>	<b>\$ 5,102,295</b>	<b>\$ -</b>	<b>\$ 13,011,060</b>

<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 3,704,769</b>	<b>\$ 4,203,996</b>	<b>\$ 6,021,856</b>	<b>\$ 198,522</b>	<b>\$ 14,129,143</b>
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# Town of Duxbury

## General Fund

### Fund 100

#### BALANCE SHEET

June 30, 2012

#### Assets

Cash	\$	12,135,550
Petty Cash	\$	860

#### Receivables:

Real Estate Tax	\$	809,574
Personal Property Tax	\$	13,604
Deferred Real Estate	\$	301,481
Tax Liens	\$	39,287
Tax Foreclosures	\$	686,466
Sewer Receivables	\$	15,653
Motor Vehicle Excise	\$	201,442
Boat and Other Excise	\$	10,489
Departmental Receivables	\$	359,526
Unapportioned Special Assessments	\$	549,571
	<u>\$</u>	<u>2,987,093</u>
	\$	2,987,093

Total Assets	<u>\$</u>	<u>15,123,503</u>
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#### Liabilities and Fund Balance

#### Liabilities:

Warrants Payable	\$	1,740,171
Accrued Teachers Payroll	\$	1,671,466
Accrued Liabilities	\$	-
Withholdings Payable	\$	41,197
Abandoned Property & Unclaimed items	\$	748
Deferred Revenues	\$	2,306,200
Allowance For Abatements & Exemptions	\$	680,893
Prepaid Property Taxes	\$	86,617
Other Liabilities	\$	3,696
Due to Trust Fund	\$	400,000
Bond Anticipation Notes	\$	800,000

#### Fund Balances:

Appropriation Deficits	\$	-
Special Purposes	\$	656,223
Reserve for Expenditures	\$	1,421,388
Undesignated	\$	5,314,904
Total Fund Balance	<u>\$</u>	<u>7,392,515</u>
	\$	7,392,515

Total Liabilities and Fund Balance	<u>\$</u>	<u>15,123,503</u>
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# TOWN OF DUXBURY

General Fund

Fund 100

## REVENUES

Fiscal 2012 Summary

	<u>Recap Budget</u>	<u>June YTD</u>
Property Taxes:		
Real Estate & Personal Property	\$ 43,868,128.00	\$ 43,885,470.19
Tax Title/Rollback/Deferred	\$ -	\$ 90,207.78
	<u>\$ 43,868,128.00</u>	<u>\$ 43,975,677.97</u>
State Aid:		
Chapter 70	\$ 4,387,890.00	\$ 4,387,890.00
School Transportation	\$ -	\$ -
School Construction	\$ -	\$ -
Tuition for State Wards	\$ -	\$ -
Charter School	\$ 36,309.00	\$ 50,988.00
	<u>\$ 4,424,199.00</u>	<u>\$ 4,438,878.00</u>
General Government:		
Lottery, Beano, etc.	\$ 695,530.00	\$ 749,739.00
Highway Fund	\$ -	\$ -
Police Career Incentive	\$ -	\$ -
Veteran's Benefits	\$ 59,217.00	\$ 56,626.00
Exemptions Veteran's	\$ 52,399.00	\$ 341.00
Elderly Abatements	\$ -	\$ 10,542.00
State Owned Land	\$ 87,564.00	\$ 87,564.00
	<u>\$ 894,710.00</u>	<u>\$ 904,812.00</u>
<b>Total State Aid</b>	<u>\$ 5,318,909.00</u>	<u>\$ 5,343,690.00</u>
Local Aid:		
Motor Vehicle Excise	\$ 1,800,000.00	\$ 2,270,406.55
Other Excise	\$ 35,000.00	\$ 33,883.46
Pen & Int on Taxes	\$ 145,000.00	\$ 239,385.63
Payment in Lieu of Taxes	\$ 8,000.00	\$ 10,950.10
Chgs for Service : Sewer	\$ 260,000.00	\$ 304,244.47
Trash Disposal	\$ 540,000.00	\$ 604,832.61
Fees	\$ 107,000.00	\$ 164,245.46
Rentals	\$ 95,000.00	\$ 109,999.41
Departmental Revenue: Library	\$ 21,000.00	\$ 23,151.84
Cemetery	\$ 700,000.00	\$ 779,535.00
Recreation	\$ -	\$ 900.00
Other	\$ 90,000.00	\$ 107,546.06
Licenses & Permits	\$ 1,750,000.00	\$ 2,481,047.25
Fines & Forfeits	\$ 48,000.00	\$ 54,458.50
Investment Income	\$ 160,000.00	\$ 159,341.04
Unbudgeted Miscellaneous Revenue	\$ -	\$ 19,698.68
Premium on Sale of Bonds	\$ -	\$ 29,606.45
Ambulance/Medicare	\$ 694,000.00	\$ 725,707.53
School Lunch & Adult Education Health Insurance	\$ -	\$ -
Medicare Part D	\$ -	\$ 141,613.01
<b>Total Local Receipts</b>	<u>\$ 6,453,000.00</u>	<u>\$ 8,260,553.05</u>
<b>Total Receipts</b>	<u><u>\$ 55,640,037.00</u></u>	<u><u>\$ 57,579,921.02</u></u>



TOWN OF DUXBURY  
GENERAL FUND  
APPROPRIATION ACCOUNTS

Department	ATM 3/12/11 Raise & App	Borrowing ATM/STMI	Free Cash Article	Other Financing Sources	STM Transfers	2012 Budget	2012 Transfer	2012 Revised budget	2012 Expenditures	2012 Encumbered	Return to General Fund
Town Meeting											
Expenses	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 550.00	\$ 4,150.00	\$ -	\$ 4,150.00	\$ 3,721.05	\$ -	\$ 428.95
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 513.00	\$ 513.00	\$ 513.00	\$ -	\$ -
Total	\$ 3,600.00	\$ -	\$ -	\$ -	\$ 550.00	\$ 4,150.00	\$ 513.00	\$ 4,663.00	\$ 4,234.05	\$ -	\$ 428.95
Moderator											
Salaries	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ 40.00
Total	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00	\$ -	\$ 40.00	\$ -	\$ -	\$ 40.00
Selectmen											
Salaries	\$ 247,859.00	\$ -	\$ -	\$ -	\$ 4,361.66	\$ 252,220.66	\$ 5,580.00	\$ 257,800.66	\$ 251,097.49	\$ -	\$ 6,703.17
Expenses	\$ 19,200.00	\$ -	\$ -	\$ -	\$ -	\$ 19,200.00	\$ -	\$ 19,200.00	\$ 13,440.15	\$ 708.35	\$ 5,051.50
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35.00	\$ 35.00	\$ 35.00	\$ -	\$ -
Total	\$ 267,059.00	\$ -	\$ -	\$ -	\$ 4,361.66	\$ 271,420.66	\$ 5,615.00	\$ 277,035.66	\$ 264,572.64	\$ 708.35	\$ 11,754.67
Historical Comm											
Expenses	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 84.28	\$ -	\$ 115.72
Total	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 84.28	\$ -	\$ 115.72
Finance Com											
Expenses	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 299.04	\$ -	\$ 200.96
Total	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 299.04	\$ -	\$ 200.96
Finance Director											
Salaries	\$ 97,625.00	\$ -	\$ -	\$ -	\$ -	\$ 97,625.00	\$ 2,420.00	\$ 100,045.00	\$ 100,045.00	\$ -	\$ -
Expense	\$ 2,675.00	\$ -	\$ -	\$ -	\$ -	\$ 2,675.00	\$ -	\$ 2,675.00	\$ 2,657.18	\$ -	\$ 17.82
Total	\$ 100,300.00	\$ -	\$ -	\$ -	\$ -	\$ 100,300.00	\$ 2,420.00	\$ 102,720.00	\$ 102,702.18	\$ -	\$ 17.82
Accounting											
Salaries	\$ 204,316.00	\$ -	\$ -	\$ -	\$ -	\$ 204,316.00	\$ 1,748.00	\$ 206,064.00	\$ 205,641.01	\$ -	\$ 422.99
Expenses	\$ 8,230.00	\$ -	\$ -	\$ -	\$ -	\$ 8,230.00	\$ -	\$ 8,230.00	\$ 6,328.70	\$ -	\$ 1,901.30
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 212,546.00	\$ -	\$ -	\$ -	\$ -	\$ 212,546.00	\$ 1,748.00	\$ 214,294.00	\$ 211,969.71	\$ -	\$ 2,324.29
Audit											
Expenses	\$ 41,700.00	\$ -	\$ -	\$ -	\$ -	\$ 41,700.00	\$ -	\$ 41,700.00	\$ 41,700.00	\$ -	\$ -
Total	\$ 41,700.00	\$ -	\$ -	\$ -	\$ -	\$ 41,700.00	\$ -	\$ 41,700.00	\$ 41,700.00	\$ -	\$ -
Assessor											
Salaries	\$ 224,184.00	\$ -	\$ -	\$ -	\$ (20,022.81)	\$ 204,161.19	\$ 80.00	\$ 204,241.19	\$ 204,241.15	\$ -	\$ 0.04
Expenses	\$ 22,045.00	\$ -	\$ -	\$ -	\$ -	\$ 22,045.00	\$ -	\$ 22,045.00	\$ 21,708.96	\$ -	\$ 336.04
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ 50.00
Total	\$ 246,229.00	\$ -	\$ -	\$ -	\$ (20,022.81)	\$ 226,206.19	\$ 130.00	\$ 226,336.19	\$ 225,950.11	\$ -	\$ 386.08
Treasurer/Collector											
Salaries	\$ 255,478.00	\$ -	\$ -	\$ -	\$ (2,418.45)	\$ 253,059.55	\$ -	\$ 253,059.55	\$ 252,074.97	\$ -	\$ 984.58
Expenses	\$ 55,750.00	\$ -	\$ -	\$ -	\$ -	\$ 55,750.00	\$ -	\$ 55,750.00	\$ 51,930.70	\$ 2,630.13	\$ 1,189.17
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 311,228.00	\$ -	\$ -	\$ -	\$ (2,418.45)	\$ 308,809.55	\$ -	\$ 308,809.55	\$ 304,005.67	\$ 2,630.13	\$ 2,173.75

TOWN OF DUXBURY  
GENERAL FUND  
APPROPRIATION ACCOUNTS

Department	ATM 3/12/11 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2012 Budget	2012 Transfer	2012 Revised budget	2012 Expenditures	2012 Encumbered	Return to General Fund
Legal											
Expenses	\$ 262,000.00	\$ -	\$ -	\$ -	\$ -	\$ 262,000.00	\$ 60,376.31	\$ 322,376.31	\$ 300,817.21	\$ 21,559.10	\$ -
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850.00	\$ 850.00	\$ 850.00	\$ -	\$ -
Total	\$ 262,000.00	\$ -	\$ -	\$ -	\$ -	\$ 262,000.00	\$ 61,226.31	\$ 323,226.31	\$ 301,667.21	\$ 21,559.10	\$ -
Personnel Board											
Salaries	\$ 63,881.00	\$ -	\$ -	\$ -	\$ -	\$ 63,881.00	\$ 1,539.00	\$ 65,420.00	\$ 65,420.00	\$ -	\$ -
Expenses	\$ 17,550.00	\$ -	\$ -	\$ -	\$ 7,220.00	\$ 24,770.00	\$ -	\$ 24,770.00	\$ 22,611.36	\$ 1,390.19	\$ 768.45
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190.08	\$ 190.08	\$ 7.19	\$ -	\$ 182.89
Total	\$ 81,431.00	\$ -	\$ -	\$ -	\$ 7,220.00	\$ 88,651.00	\$ 1,729.08	\$ 90,380.08	\$ 88,038.55	\$ 1,390.19	\$ 951.34
Computer											
Salaries	\$ 60,750.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 61,350.00	\$ 1,215.00	\$ 62,565.00	\$ 62,565.00	\$ -	\$ -
Expenses	\$ 188,469.00	\$ -	\$ -	\$ -	\$ -	\$ 188,469.00	\$ -	\$ 188,469.00	\$ 175,464.03	\$ 11,543.28	\$ 1,461.69
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,564.65	\$ 18,564.65	\$ 16,231.50	\$ -	\$ 2,333.15
Total	\$ 249,219.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 249,819.00	\$ 19,779.65	\$ 269,598.65	\$ 254,260.53	\$ 11,543.28	\$ 3,794.84
Tax Title											
Expenses	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 3,271.00	\$ -	\$ 11,729.00
Total	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 3,271.00	\$ -	\$ 11,729.00
Town Clerk											
Salaries	\$ 118,893.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 124,893.00	\$ (860.94)	\$ 124,032.06	\$ 120,628.81	\$ -	\$ 3,403.25
Expenses	\$ 3,100.00	\$ -	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ 3,100.00	\$ 3,013.93	\$ -	\$ 86.07
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 343.12	\$ 343.12	\$ -	\$ -
Total	\$ 121,993.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 127,993.00	\$ (860.94)	\$ 127,475.18	\$ 123,985.86	\$ -	\$ 3,489.32
Election & Registration											
Salaries	\$ 15,838.00	\$ -	\$ -	\$ -	\$ -	\$ 15,838.00	\$ 860.94	\$ 16,698.94	\$ 16,698.94	\$ -	\$ -
Expenses	\$ 17,190.00	\$ -	\$ -	\$ -	\$ -	\$ 17,190.00	\$ -	\$ 17,190.00	\$ 14,764.78	\$ 2,422.50	\$ 2.72
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 261.80	\$ 261.80	\$ 241.75	\$ -	\$ 20.05
Total	\$ 33,028.00	\$ -	\$ -	\$ -	\$ -	\$ 33,028.00	\$ 1,122.74	\$ 34,150.74	\$ 31,705.47	\$ 2,422.50	\$ 22.77
Conservation											
Salaries	\$ 122,016.00	\$ -	\$ -	\$ -	\$ -	\$ 122,016.00	\$ 2,975.00	\$ 124,991.00	\$ 123,229.21	\$ -	\$ 1,761.79
Expenses	\$ 12,260.00	\$ -	\$ -	\$ -	\$ -	\$ 12,260.00	\$ -	\$ 12,260.00	\$ 12,256.26	\$ -	\$ 3.74
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,324.66	\$ 3,324.66	\$ 3,264.66	\$ -	\$ 60.00
Total	\$ 134,276.00	\$ -	\$ -	\$ -	\$ -	\$ 134,276.00	\$ 6,299.66	\$ 140,575.66	\$ 138,750.13	\$ -	\$ 1,825.53
Planning Board											
Salaries	\$ 105,314.00	\$ -	\$ -	\$ -	\$ -	\$ 105,314.00	\$ -	\$ 105,314.00	\$ 105,305.28	\$ -	\$ 8.72
Expenses	\$ 10,850.00	\$ -	\$ -	\$ -	\$ -	\$ 10,850.00	\$ -	\$ 10,850.00	\$ 8,124.91	\$ 253.49	\$ 2,471.60
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144.20	\$ 144.20	\$ 144.20	\$ -	\$ -
Total	\$ 116,164.00	\$ -	\$ -	\$ -	\$ -	\$ 116,164.00	\$ 144.20	\$ 116,308.20	\$ 113,574.39	\$ 253.49	\$ 2,480.32
TOTAL GEN GOVT	\$ 2,196,513.00	\$ -	\$ -	\$ -	\$ (3,709.60)	\$ 2,192,803.40	\$ 99,866.70	\$ 2,293,013.22	\$ 2,210,770.82	\$ 40,807.04	\$ 41,735.36

TOWN OF DUXBURY  
GENERAL FUND

APPROPRIATION ACCOUNTS

Department	ATM 3/12/11 Raise & App	Borrowing ATM/STMI	Free Cash Article	Other Financing Sources	STM Transfers	2012 Budget	2012 Transfer	2012 Revised budget	2012 Expenditures	2012 Encumbered	Return to General Fund
Police											
Salaries	\$ 2,857,562.00	\$ -	\$ -	\$ -	\$ (32,523.18)	\$ 2,825,038.82	\$ 140,369.50	\$ 2,965,408.32	\$ 2,817,225.10	\$ -	\$ 148,183.22
Expenses	\$ 231,750.00	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 271,750.00	\$ 8,689.50	\$ 280,439.50	\$ 275,827.81	\$ 633.55	\$ 3,978.14
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 159,522.85	\$ 159,522.85	\$ 159,522.85	\$ -	\$ -
Total	\$ 3,089,312.00	\$ -	\$ -	\$ -	\$ 7,476.82	\$ 3,096,788.82	\$ 308,581.85	\$ 3,405,370.67	\$ 3,252,575.76	\$ 633.55	\$ 152,161.36
Fire											
Salaries	\$ 2,157,713.00	\$ -	\$ -	\$ -	\$ 10,800.00	\$ 2,168,513.00	\$ 41,876.00	\$ 2,210,389.00	\$ 2,170,267.17	\$ 104.00	\$ 40,017.83
Expenses	\$ 251,200.00	\$ -	\$ -	\$ -	\$ 37,600.00	\$ 288,800.00	\$ 5,089.55	\$ 293,889.55	\$ 291,206.65	\$ 78.50	\$ 2,604.40
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,733.80	\$ 1,733.80	\$ 1,733.80	\$ -	\$ -
Total	\$ 2,408,913.00	\$ -	\$ -	\$ -	\$ 48,400.00	\$ 2,457,313.00	\$ 48,699.35	\$ 2,506,012.35	\$ 2,463,207.62	\$ 182.50	\$ 42,622.23
Inspectional Svcs											
Salaries	\$ 388,343.00	\$ -	\$ -	\$ -	\$ -	\$ 388,343.00	\$ -	\$ 388,343.00	\$ 378,252.00	\$ -	\$ 10,091.00
Expenses	\$ 25,200.00	\$ -	\$ -	\$ -	\$ -	\$ 25,200.00	\$ -	\$ 25,200.00	\$ 22,411.59	\$ 1,282.50	\$ 1,505.91
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ 140.00	\$ 140.00	\$ -	\$ -
Total	\$ 413,543.00	\$ -	\$ -	\$ -	\$ -	\$ 413,543.00	\$ 140.00	\$ 413,683.00	\$ 400,803.59	\$ 1,282.50	\$ 11,596.91
Harbormaster											
Salaries	\$ 217,829.00	\$ -	\$ -	\$ -	\$ -	\$ 217,829.00	\$ 9,276.00	\$ 227,105.00	\$ 212,172.29	\$ -	\$ 14,932.71
Expenses	\$ 21,800.00	\$ -	\$ -	\$ -	\$ 716.26	\$ 22,516.26	\$ -	\$ 22,516.26	\$ 20,975.22	\$ 460.80	\$ 1,080.24
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 239,629.00	\$ -	\$ -	\$ -	\$ 716.26	\$ 240,345.26	\$ 9,276.00	\$ 249,621.26	\$ 233,147.51	\$ 460.80	\$ 16,012.95
TOTAL PUB SAFETY	\$ 6,151,397.00	\$ -	\$ -	\$ -	\$ 56,593.08	\$ 6,207,990.08	\$ 366,697.20	\$ 6,574,687.28	\$ 6,349,734.48	\$ 2,559.35	\$ 222,393.45
Education											
Salaries	\$ 22,653,448.81	\$ -	\$ -	\$ -	\$ -	\$ 22,653,448.81	\$ -	\$ 22,653,448.81	\$ 22,521,005.03	\$ -	\$ 132,443.78
Expenses	\$ 6,293,009.19	\$ -	\$ -	\$ -	\$ -	\$ 6,293,009.19	\$ -	\$ 6,293,009.19	\$ 6,185,558.10	\$ 224,110.32	\$ (116,659.23)
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 253,452.69	\$ 253,452.69	\$ 220,725.58	\$ -	\$ 32,727.11
Total	\$ 28,946,458.00	\$ -	\$ -	\$ -	\$ -	\$ 28,946,458.00	\$ 253,452.69	\$ 29,199,910.69	\$ 28,927,288.71	\$ 224,110.32	\$ 48,511.66
TOTAL EDUCATION	\$ 28,946,458.00	\$ -	\$ -	\$ -	\$ -	\$ 28,946,458.00	\$ 253,452.69	\$ 29,199,910.69	\$ 28,927,288.71	\$ 224,110.32	\$ 48,511.66
Central Building											
Salaries	\$ 58,227.00	\$ -	\$ -	\$ -	\$ -	\$ 58,227.00	\$ 550.00	\$ 58,777.00	\$ 56,559.00	\$ -	\$ 2,218.00
Expenses	\$ 257,500.00	\$ -	\$ -	\$ -	\$ -	\$ 257,500.00	\$ -	\$ 257,500.00	\$ 243,049.62	\$ 1,600.36	\$ 12,850.02
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,553.09	\$ 5,553.09	\$ 5,553.09	\$ -	\$ -
Total	\$ 315,727.00	\$ -	\$ -	\$ -	\$ -	\$ 315,727.00	\$ 6,103.09	\$ 321,830.09	\$ 305,161.71	\$ 1,600.36	\$ 15,068.02
Building Maint											
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390.92	\$ 390.92	\$ 390.92	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390.92	\$ 390.92	\$ 390.92	\$ -	\$ -
Tarklin											
Expenses	\$ 16,200.00	\$ -	\$ -	\$ -	\$ -	\$ 16,200.00	\$ -	\$ 16,200.00	\$ 7,482.37	\$ 1,170.67	\$ 7,546.96
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68.23	\$ 68.23	\$ 68.23	\$ -	\$ -
Total	\$ 16,200.00	\$ -	\$ -	\$ -	\$ -	\$ 16,200.00	\$ 68.23	\$ 16,268.23	\$ 7,550.60	\$ 1,170.67	\$ 7,546.96
Animal Control											
Salaries	\$ 54,092.00	\$ -	\$ -	\$ -	\$ -	\$ 54,092.00	\$ 4,153.00	\$ 58,245.00	\$ 57,920.00	\$ -	\$ 325.00
Expenses	\$ 9,250.00	\$ -	\$ -	\$ -	\$ -	\$ 9,250.00	\$ -	\$ 9,250.00	\$ 7,481.49	\$ 29.09	\$ 1,739.42
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 63,342.00	\$ -	\$ -	\$ -	\$ -	\$ 63,342.00	\$ 4,153.00	\$ 67,495.00	\$ 65,401.49	\$ 29.09	\$ 2,064.42



## TOWN OF DUXBURY

## GENERAL FUND

## APPROPRIATION ACCOUNTS

Department	ATM 3/12/11 Raise & App	Borrowing ATM/STMI	Free Cash Article	Other Financing Sources	STM Transfers	2012 Budget	2012 Transfer	2012 Revised Budget	2012 Expenditures	2012 Encumbered	Return to General Fund
<b>Lands &amp; Nat Res</b>											
Salaries	\$ 366,862.00	\$ -	\$ -	\$ -	\$ (23,000.00)	\$ 343,862.00	\$ (3,403.00)	\$ 340,459.00	\$ 329,643.19	\$ 128.22	\$ -
Expenses	\$ 42,000.00	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ -	\$ 42,000.00	\$ 40,697.59	\$ 86.88	\$ 10,687.59
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390.00	\$ 390.00	\$ -	\$ -	\$ 1,215.53
Total	\$ 408,862.00	\$ -	\$ -	\$ -	\$ (23,000.00)	\$ 385,862.00	\$ (3,013.00)	\$ 382,849.00	\$ 370,730.78	\$ 215.10	\$ 11,903.12
<b>Fuel Depot</b>											
Expenses	\$ 212,500.00	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 292,500.00	\$ -	\$ 292,500.00	\$ 288,642.50	\$ -	\$ 3,857.50
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 212,500.00	\$ -	\$ -	\$ -	\$ 80,000.00	\$ 292,500.00	\$ -	\$ 292,500.00	\$ 288,642.50	\$ -	\$ 3,857.50
<b>DPW Management</b>											
Salaries	\$ 251,053.00	\$ -	\$ -	\$ -	\$ -	\$ 251,053.00	\$ 3,723.00	\$ 254,776.00	\$ 254,736.52	\$ -	\$ 39.48
Expenses	\$ 27,350.00	\$ -	\$ -	\$ -	\$ -	\$ 27,350.00	\$ -	\$ 27,350.00	\$ 24,952.58	\$ -	\$ 2,397.42
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	\$ -
Total	\$ 278,403.00	\$ -	\$ -	\$ -	\$ -	\$ 278,403.00	\$ 3,873.00	\$ 282,276.00	\$ 279,839.10	\$ -	\$ 2,436.90
<b>Vehicle Maintenance</b>											
Salaries	\$ 152,164.00	\$ -	\$ -	\$ -	\$ -	\$ 152,164.00	\$ (5,656.00)	\$ 146,508.00	\$ 137,993.35	\$ 29.60	\$ 8,485.05
Expenses	\$ 118,000.00	\$ -	\$ -	\$ -	\$ -	\$ 118,000.00	\$ -	\$ 118,000.00	\$ 117,471.08	\$ 17.98	\$ 510.94
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 270,164.00	\$ -	\$ -	\$ -	\$ -	\$ 270,164.00	\$ (5,656.00)	\$ 264,508.00	\$ 255,464.43	\$ 47.58	\$ 8,995.99
<b>Highway Department</b>											
Salaries	\$ 427,118.00	\$ -	\$ -	\$ -	\$ -	\$ 427,118.00	\$ 10,390.00	\$ 437,508.00	\$ 434,259.00	\$ -	\$ 3,249.00
Expenses	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ 65,000.00	\$ -	\$ 65,000.00	\$ 57,778.94	\$ 3,035.22	\$ 4,185.84
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 492,118.00	\$ -	\$ -	\$ -	\$ -	\$ 492,118.00	\$ 10,390.00	\$ 502,508.00	\$ 492,037.94	\$ 3,035.22	\$ 7,434.84
<b>Snow &amp; Ice</b>											
Salaries	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 28,540.18	\$ -	\$ 31,459.82
Expenses	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00	\$ -	\$ 110,000.00	\$ 92,017.34	\$ -	\$ 17,982.66
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 170,000.00	\$ -	\$ -	\$ -	\$ -	\$ 170,000.00	\$ -	\$ 170,000.00	\$ 120,557.52	\$ -	\$ 49,442.48
<b>Street Lights</b>											
Expenses	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ 38,000.00	\$ -	\$ 38,000.00	\$ 35,297.06	\$ -	\$ 2,702.94
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ 38,000.00	\$ -	\$ 38,000.00	\$ 35,297.06	\$ -	\$ 2,702.94
<b>Transfer Station</b>											
Salaries	\$ 218,225.00	\$ -	\$ -	\$ -	\$ -	\$ 218,225.00	\$ 1,743.00	\$ 219,968.00	\$ 207,225.79	\$ -	\$ 12,742.21
Expenses	\$ 546,100.00	\$ -	\$ -	\$ -	\$ -	\$ 546,100.00	\$ -	\$ 546,100.00	\$ 502,941.46	\$ 27,885.92	\$ 15,272.62
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,232.00	\$ 35,232.00	\$ 35,232.00	\$ -	\$ -
Total	\$ 764,325.00	\$ -	\$ -	\$ -	\$ -	\$ 764,325.00	\$ 36,975.00	\$ 801,300.00	\$ 745,399.25	\$ 27,885.92	\$ 28,014.83
<b>Sewer Department</b>											
Salaries	\$ 15,311.00	\$ -	\$ -	\$ -	\$ -	\$ 15,311.00	\$ 212.00	\$ 15,523.00	\$ 15,422.62	\$ -	\$ 100.38
Expenses	\$ 210,500.00	\$ -	\$ -	\$ -	\$ -	\$ 210,500.00	\$ -	\$ 210,500.00	\$ 177,727.45	\$ 2,450.52	\$ 30,322.03
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00	\$ 8,500.00	\$ 7,930.00	\$ -	\$ 570.00
Total	\$ 225,811.00	\$ -	\$ -	\$ -	\$ -	\$ 225,811.00	\$ 8,712.00	\$ 234,523.00	\$ 201,080.07	\$ 2,450.52	\$ 30,992.41
<b>Cemetery</b>											
Salaries	\$ 368,015.00	\$ -	\$ -	\$ -	\$ -	\$ 368,015.00	\$ 10,963.00	\$ 378,978.00	\$ 378,877.59	\$ -	\$ 100.41
Expenses	\$ 158,820.00	\$ -	\$ -	\$ -	\$ -	\$ 158,820.00	\$ -	\$ 158,820.00	\$ 152,023.96	\$ 1,950.15	\$ 4,845.89
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,641.67	\$ 5,641.67	\$ 5,619.82	\$ -	\$ 21.85
Total	\$ 526,835.00	\$ -	\$ -	\$ -	\$ -	\$ 526,835.00	\$ 16,604.67	\$ 543,439.67	\$ 536,521.37	\$ 1,950.15	\$ 4,968.15
<b>TOTAL PUBLIC WORKS</b>	\$ 3,782,287.00	\$ -	\$ -	\$ -	\$ 57,000.00	\$ 3,839,287.00	\$ 78,600.91	\$ 3,917,887.91	\$ 3,704,074.74	\$ 38,384.61	\$ 175,428.56

TOWN OF DUXBURY  
GENERAL FUND  
APPROPRIATION ACCOUNTS

Department	ATM 3/12/11 Raise & App	Borrowing ATM/STMI	Free Cash Article	Other Financing Sources	STM Transfers	2012 Budget	2012 Transfer	2012 Revised budget	2012 Expenditures	2012 Encumbered	Return to General Fund
<b>Council on Aging</b>											
Salaries	\$ 342,372.00	\$ -	\$ -	\$ -	\$ -	\$ 342,372.00	\$ 3,517.00	\$ 345,889.00	\$ 344,654.69	\$ -	\$ 1,234.31
Expenses	\$ 117,700.00	\$ -	\$ -	\$ -	\$ -	\$ 117,700.00	\$ -	\$ 117,700.00	\$ 95,514.15	\$ 20,348.89	\$ 1,836.96
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,150.17	\$ 2,150.17	\$ 2,150.17	\$ -	\$ -
Total	\$ 460,072.00	\$ -	\$ -	\$ -	\$ -	\$ 460,072.00	\$ 5,667.17	\$ 465,739.17	\$ 442,319.01	\$ 20,348.89	\$ 3,071.27
<b>Veteran's</b>											
Salaries	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00	\$ 5,100.00	\$ 23,100.00	\$ 23,100.00	\$ -	\$ -
Expenses	\$ 87,325.00	\$ -	\$ -	\$ -	\$ -	\$ 87,325.00	\$ -	\$ 87,325.00	\$ 75,377.17	\$ 1,110.56	\$ 10,837.27
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 507.01	\$ 507.01	\$ 507.01	\$ -	\$ -
Total	\$ 105,325.00	\$ -	\$ -	\$ -	\$ -	\$ 105,325.00	\$ 5,607.01	\$ 110,932.01	\$ 98,984.18	\$ 1,110.56	\$ 10,837.27
<b>Ply. Cty. Cooperative Ext.</b>											
Expenses	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -
Encumber PY	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ -
<b>TOTAL HUMAN SERVICES</b>	\$ 565,597.00	\$ -	\$ -	\$ -	\$ -	\$ 565,597.00	\$ 11,274.18	\$ 576,871.18	\$ 541,503.19	\$ 21,459.45	\$ 13,908.54
<b>Library</b>											
Salaries	\$ 872,074.00	\$ -	\$ -	\$ -	\$ 10,802.81	\$ 882,876.81	\$ 11,528.00	\$ 894,404.81	\$ 894,384.61	\$ -	\$ 20.20
Expenses	\$ 300,261.00	\$ -	\$ -	\$ -	\$ -	\$ 300,261.00	\$ 24,966.81	\$ 325,227.81	\$ 307,987.53	\$ 4,421.79	\$ 12,818.49
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,749.21	\$ 10,749.21	\$ 4,113.92	\$ -	\$ 6,635.29
Total	\$ 1,172,335.00	\$ -	\$ -	\$ -	\$ 10,802.81	\$ 1,183,137.81	\$ 47,244.02	\$ 1,230,381.83	\$ 1,206,486.06	\$ 4,421.79	\$ 19,473.98
<b>Recreation</b>											
Salaries	\$ 141,542.00	\$ -	\$ -	\$ -	\$ -	\$ 141,542.00	\$ 2,446.00	\$ 143,988.00	\$ 143,577.21	\$ -	\$ 410.79
Expenses	\$ 1,150.00	\$ -	\$ -	\$ -	\$ -	\$ 1,150.00	\$ -	\$ 1,150.00	\$ 504.37	\$ -	\$ 645.63
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 142,692.00	\$ -	\$ -	\$ -	\$ -	\$ 142,692.00	\$ 2,446.00	\$ 145,138.00	\$ 144,081.58	\$ -	\$ 1,056.42
<b>Pool</b>											
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Lifeguards</b>											
Salaries	\$ 16,770.00	\$ -	\$ -	\$ -	\$ -	\$ 16,770.00	\$ -	\$ 16,770.00	\$ 15,416.87	\$ -	\$ 1,353.13
Expenses	\$ 650.00	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ 650.00	\$ 583.22	\$ -	\$ 66.78
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 17,420.00	\$ -	\$ -	\$ -	\$ -	\$ 17,420.00	\$ -	\$ 17,420.00	\$ 16,000.09	\$ -	\$ 1,419.91
<b>North Hill</b>											
Expenses	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 522.18	\$ 397.67	\$ 1,080.15
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 522.18	\$ 397.67	\$ 1,080.15
<b>Public Celebrations</b>											
Expenses	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,778.65	\$ -	\$ 3,221.35
Encumber PY	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,778.65	\$ -	\$ 3,221.35
Total	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 3,557.30	\$ -	\$ 6,442.65
<b>TOTAL LIBRARY &amp; RECREATION</b>	\$ 1,339,447.00	\$ -	\$ -	\$ -	\$ 10,802.81	\$ 1,350,249.81	\$ 49,690.02	\$ 1,399,939.83	\$ 1,368,868.56	\$ 4,819.46	\$ 26,251.81

TOWN OF DUXBURY  
GENERAL FUND

APPROPRIATION ACCOUNTS

Department

	ATM 3/12/11 Raise & App	Borrowing ATM/STML	Free Cash Article	Other Financing Sources	STM Transfers	2012 Budget	2012 Transfer	2012 Revised budget	2012 Expenditures	2012 Encumbered	Return to General Fund
Medicare	\$ 447,800.00	\$ -	\$ -	\$ -	\$ -	\$ 447,800.00	\$ -	\$ 447,800.00	\$ 444,282.70	\$ -	\$ 3,517.30
Life Insurance	\$ 12,710.00	\$ -	\$ -	\$ -	\$ -	\$ 12,710.00	\$ -	\$ 12,710.00	\$ 10,648.48	\$ -	\$ 2,061.52
Health Insurance	\$ 6,400,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,400,000.00	\$ -	\$ 6,400,000.00	\$ 6,165,810.00	\$ -	\$ 234,190.00
Pensions- noncont	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 19,946.16	\$ -	\$ 53.84
Pensions- cont	\$ 2,134,651.00	\$ -	\$ -	\$ -	\$ -	\$ 2,134,651.00	\$ -	\$ 2,134,651.00	\$ 2,134,651.00	\$ -	\$ -
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Worker's Comp	\$ 233,300.00	\$ -	\$ -	\$ -	\$ -	\$ 233,300.00	\$ -	\$ 233,300.00	\$ 185,677.12	\$ -	\$ 47,622.88
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire, Liability Ins	\$ 261,850.00	\$ -	\$ -	\$ -	\$ -	\$ 261,850.00	\$ (185.23)	\$ 261,664.77	\$ 186,781.01	\$ -	\$ 74,883.76
Encumber PY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unpaid Bills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve Fund	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 43,502.50	\$ 143,502.50	\$ (127,682.67)	\$ 15,819.83	\$ -	\$ -	\$ 15,819.83
Principal	\$ 1,797,726.00	\$ -	\$ -	\$ -	\$ -	\$ 1,797,726.00	\$ -	\$ 1,797,726.00	\$ 1,797,725.58	\$ -	\$ 0.42
Interest	\$ 526,599.00	\$ -	\$ -	\$ -	\$ -	\$ 526,599.00	\$ -	\$ 526,599.00	\$ 526,598.70	\$ -	\$ 0.30
Bond Expense	\$ 20,000.00	\$ -	\$ -	\$ -	\$ (18,963.48)	\$ 1,036.52	\$ -	\$ 1,036.52	\$ 351.82	\$ -	\$ 684.70
Short-term Interest	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 7,975.00	\$ 27,975.00	\$ -	\$ 27,975.00	\$ 27,819.59	\$ -	\$ 155.41
TOTAL ADMIN	\$ 11,974,636.00	\$ -	\$ -	\$ -	\$ 32,514.02	\$ 12,007,150.02	\$ (127,867.90)	\$ 11,879,282.12	\$ 11,500,292.16	\$ -	\$ 378,989.96
GRAND TOTAL	\$ 54,956,335.00	\$ -	\$ -	\$ -	\$ 153,200.31	\$ 55,109,535.31	\$ 731,713.80	\$ 55,841,592.23	\$ 54,602,532.66	\$ 331,840.23	\$ 907,219.34
General Government	\$ 2,196,513.00	\$ -	\$ -	\$ -	\$ (3,709.60)	\$ 2,192,803.40	\$ 99,866.70	\$ 2,293,013.22	\$ 2,210,770.82	\$ 40,507.04	\$ 41,735.36
Public Safety	\$ 6,151,397.00	\$ -	\$ -	\$ -	\$ 56,593.08	\$ 6,207,990.08	\$ 366,697.20	\$ 6,574,687.28	\$ 6,349,734.48	\$ 2,559.35	\$ 222,393.45
Education	\$ 28,946,458.00	\$ -	\$ -	\$ -	\$ -	\$ 28,946,458.00	\$ 253,452.69	\$ 29,199,910.69	\$ 28,927,288.71	\$ 224,110.32	\$ 48,511.66
Public Works	\$ 3,782,287.00	\$ -	\$ -	\$ -	\$ 57,000.00	\$ 3,839,287.00	\$ 78,600.91	\$ 3,917,887.91	\$ 3,704,074.74	\$ 38,384.61	\$ 175,428.56
Human Services	\$ 565,597.00	\$ -	\$ -	\$ -	\$ -	\$ 565,597.00	\$ 11,274.18	\$ 576,871.18	\$ 541,503.19	\$ 21,459.45	\$ 13,908.54
Library & Recreation	\$ 1,339,447.00	\$ -	\$ -	\$ -	\$ 10,802.81	\$ 1,350,249.81	\$ 49,690.02	\$ 1,399,939.83	\$ 1,368,868.56	\$ 4,819.46	\$ 26,251.81
Fixed Costs	\$ 11,974,636.00	\$ -	\$ -	\$ -	\$ 32,514.02	\$ 12,007,150.02	\$ (127,867.90)	\$ 11,879,282.12	\$ 11,500,292.16	\$ -	\$ 378,989.96
TOTAL GENERAL FUND	\$ 54,956,335.00	\$ -	\$ -	\$ -	\$ 153,200.31	\$ 55,109,535.31	\$ 731,713.80	\$ 55,841,592.23	\$ 54,602,532.66	\$ 331,840.23	\$ 907,219.34



**TOWN OF DUXBURY  
Continued Appropriations  
General Fund**

	<u>Department</u>	6/30/2011 Balances	Original Budget Voted from 3/11 ATM & 10/11 STM	Available Budget	Supplemental Appropriations Presented on FY 13 Recap	Total Balance 7/1/2011	Transfers	FY 2012 Expenditures To-Date	Balance As of 6/30/2012	Departmental Retained Balances	Balance Closed Out At Year-end
<b>General Government</b>											
Selectmen											
Article 10 3/96 ATM - A.D.A. Compliance		15,375.04		15,375.04		15,375.04		100.00	15,275.04	15,275.04	-
Article 11 3/11 ATM - Duxbury Beach Lease		-	400,000.00	400,000.00		400,000.00		400,000.00	-	-	-
Article 12 3/11 ATM - July 4th Parade		-	10,000.00	10,000.00		10,000.00		10,000.00	-	-	-
Assessors											
Article 6-1 3/10 ATM - Printer/Copier/Scanner		5,066.96		5,066.96		5,066.96		2,328.71	2,738.25	2,738.25	-
Legal Services											
Article 8 10/29/2011 STM - Unpaid Bills		-	422.50	422.50		422.50		422.50	-	-	-
Personnel Board											
Article 7 3/10 ATM - Compensation Adjustments		5,600.00		5,600.00		5,600.00		500.00	5,100.00	5,100.00	-
Article 7 3/11 ATM - Compensation Adjustments		-	80,000.00	80,000.00		80,000.00	(70,945.00)	-	9,055.00	9,055.00	-
Article 10-1 10/11 STM - Funding Collective Bargaining Agreement		-	152,839.00	152,839.00		152,839.00	(152,839.00)	-	-	-	-
Information Systems											
Article 6-1A 3/08 ATM - Document Mgmt. Software		14,777.15		14,777.15		14,777.15		-	14,777.15	14,777.15	-
Article 6-1 3/10 ATM - Bldg. Floor Plan Integration with Pictometry		3,000.00		3,000.00		3,000.00		16,500.00	3,000.00	3,000.00	-
Article 6-1 3/10 ATM - Technology Master Plan		18,000.00		18,000.00		18,000.00		37,300.00	1,500.00	1,500.00	-
Article 6-1 3/11 ATM - Computer-Aided Dispatch Software		-	140,895.00	140,895.00		140,895.00		-	103,595.00	103,595.00	-
Tax Title											
Article 2 3/11 STM - Unpaid Bills		-		-	155.00	155.00		155.00	-	-	-
Planning Board											
Article 27 3/04 ATM - Street Mapping		4,861.80		4,861.80		4,861.80		-	4,861.80	4,861.80	-
<b>Total General Government:</b>		<b>66,680.95</b>	<b>784,156.50</b>	<b>850,837.45</b>	<b>155.00</b>	<b>850,992.45</b>	<b>(223,784.00)</b>	<b>467,306.21</b>	<b>159,902.24</b>	<b>159,902.24</b>	<b>-</b>
<b>Public Safety</b>											
Police											
Article 6-2 3/10 ATM - Site Feasibility Study & Testing		3,000.00		3,000.00		3,000.00		80.00	2,920.00	-	2,920.00
Article 6-2 3/11 ATM - Video Security System		-	12,414.00	12,414.00		12,414.00		11,995.00	419.00	-	419.00
Fire											
Article 6-2 3/11 ATM - Refurbish 1992 Rescue/Dive Truck		-	20,000.00	20,000.00		20,000.00		20,000.00	-	-	-
Article 6-2 3/11 ATM - Five Sets of Turnout Gear		-	12,000.00	12,000.00		12,000.00		12,000.00	-	-	-
Article 6-2 3/11 ATM - SCBA Bottles		-	9,600.00	9,600.00		9,600.00		9,594.00	6.00	-	6.00
Article 2 3/12 STM - Unpaid Bills		-		-	1,547.19	1,547.19		1,547.19	-	-	-
Harbormaster/Beach Management											
Article 6-2E 3/09 ATM - Aids to Navigation		7,629.18		7,629.18		7,629.18		6,445.90	1,183.28	1,183.28	-
Article 6-2 3/11 ATM - Replace 2004 4x4 Truck		-	33,811.00	33,811.00		33,811.00		31,730.56	2,080.44	-	2,080.44
Article 6-2 3/11 ATM - Automated External Defibrillator		-	4,100.00	4,100.00		4,100.00		4,096.50	3.50	-	3.50
Article 6-2 3/11 ATM - Portable Kallos		-	1,942.00	1,942.00		1,942.00		1,351.12	590.88	590.88	-
Article 6-2 3/11 ATM - Thermal Imaging Camera		-	2,400.00	2,400.00		2,400.00		2,400.00	-	-	-
<b>Total Public Safety:</b>		<b>10,629.18</b>	<b>96,267.00</b>	<b>106,896.18</b>	<b>1,547.19</b>	<b>108,443.37</b>	<b>-</b>	<b>101,240.27</b>	<b>7,203.10</b>	<b>1,774.16</b>	<b>5,428.94</b>

**TOWN OF DUXBURY**  
Continued Appropriations  
General Fund

	6/30/2011 Balances	Original Budget Voted from 3/11 ATM & 10/11 STM	Available Budget	Supplemental Appropriations Presented on FY 13 Recap	Transfers	FY 2012 Expenditures To-Date	Balance As of 6/30/2012	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Department</b>									
<b>Education</b>									
Duxbury Public Schools:									
Article 6-3 3/10 ATM - Mobile Class Computer System - System Wide	1,007.40		1,007.40			1,007.40	-	-	-
Article 6-3 3/10 ATM - New Classroom Furniture	4,738.51		4,738.51			2,688.09	2,050.42	-	-
Article 6-6 3/11 ATM - Network Upgrades System Wide	-	15,000.00	15,000.00			14,686.78	-	-	313.22
Article 6-6 3/11 ATM - Wireless Technology At High School Phase 1	-	15,000.00	15,000.00			14,468.28	-	-	531.72
Article 6-6 3/11 ATM - Computer Replacement System Wide	-	80,800.00	80,800.00			80,172.82	-	-	627.18
Article 6-6 3/11 ATM - Printer Replacement System Wide	-	36,000.00	36,000.00			35,652.40	-	-	347.60
Article 6-6 3/11 ATM - Mobile Class Computer System Wide	-	83,200.00	83,200.00			82,227.45	-	-	972.55
Article 6-6 3/11 ATM - Smartboards	-	35,200.00	35,200.00			35,200.00	-	-	-
Article 6-6 3/11 ATM - Construction/Removal of Classrooms	-	35,000.00	35,000.00			29,585.19	-	-	5,414.81
Article 6-6 3/11 ATM - White Marker Boards	-	10,000.00	10,000.00			10,000.00	-	-	-
Article 6-6 3/11 ATM - Alden School Lighting Upgrade	-	124,075.00	124,075.00			123,995.29	-	-	79.71
<b>Total Education:</b>	<b>5,745.91</b>	<b>434,275.00</b>	<b>440,020.91</b>	<b>-</b>	<b>-</b>	<b>429,683.70</b>	<b>10,337.21</b>	<b>2,050.42</b>	<b>8,286.79</b>
<b>Public Works</b>									
DPW Administration									
Article 6-4 3/09 ATM - Town Landings	10,084.83		10,084.83			5,071.05	5,013.78	5,013.78	-
Article 6-4 3/01 ATM - Landings	50,000.00		50,000.00			-	50,000.00	50,000.00	-
Article 11 3/05 STM - Powder Point Bridge	20,653.47		20,653.47			1,105.00	19,548.47	19,548.47	-
DPW/Highway Department									
Article 6-3 3/11 ATM - Replace 2000 Six-Wheel Dump Truck H-1c	-	161,000.00	161,000.00			161,000.00	-	-	-
Article 6-3 3/11 ATM - Replace 2000 Six-Wheel Dump Truck H-1c	-	161,000.00	161,000.00			158,658.80	2,341.20	-	2,341.20
Cemetery									
Article 6-3B 3/09 ATM - Re-Line Crematory Relerts	1,858.07		1,858.07			-	1,858.07	-	1,858.07
Article 6-3D 3/09 ATM - New Crematory Design	37,364.05		37,364.05			37,364.05	-	-	-
Article 6-3 3/10 ATM - Reline Crematory Relerts (2	56,330.08		56,330.08			14,526.49	41,803.59	41,803.59	-
Article 15 3/11 ATM - Transfer of Cemetery Land	-	15,000.00	15,000.00			12,560.00	2,440.00	2,440.00	-
Central Building									
Article 6-3A 3/08 ATM - Town Hall Air Handle	17,230.00		17,230.00			12,330.00	4,900.00	4,900.00	-
Article 6-2 3/10 ATM - Town Hall Office Reconfiguration	1,138.00		1,138.00			336.00	802.00	802.00	-
Article 6-3 3/11 ATM - Repair & Paint Town Hall Exterior	-	35,000.00	35,000.00			34,500.00	500.00	-	500.00
Article 6-3 3/11 ATM - Organize Town Hall Archive	-	20,000.00	20,000.00			20,000.00	-	-	-
Animal Control									
Replace Pick-Up Truck	-	23,000.00	23,000.00			23,000.00	-	-	-
Land & Natural Resources									
Article 7-2 3/08 ATM - Hazardous Tree Removal	8,706.65		8,706.65			8,706.65	-	-	-
Article 6-3 3/11 ATM - Replace 2000 Toro Grounds Master	-	87,500.00	87,500.00			83,277.54	4,222.46	-	4,222.46
Article 6-3 3/11 ATM - Replace 2004 1/2 Ton Pick-Up Truck	-	27,000.00	27,000.00			24,644.35	2,355.65	-	2,355.65
Article 6-3 3/11 ATM - Replace 2002 3/4 Ton Pick-Up Truck	-	35,000.00	35,000.00			34,844.77	155.23	-	155.23
<b>Total Public Works:</b>	<b>203,365.15</b>	<b>564,500.00</b>	<b>767,865.15</b>	<b>-</b>	<b>-</b>	<b>631,724.70</b>	<b>136,140.45</b>	<b>124,707.84</b>	<b>11,432.61</b>

**TOWN OF DUXBURY**  
Continued Appropriations  
General Fund

Department	6/30/2011 Balances	Original Budget Voted from 3/11 ATM & 10/11 STM	Available Budget	Supplemental Appropriations Presented on FY 13 Recap	Total Balance 7/1/2011	Transfers	FY 2012 Expenditures To-Date	Balance As of 6/30/2012	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Human Services</b>										
Council On Aging	-	7,000.00	7,000.00	-	7,000.00	-	6,970.60	29.40	-	29.40
Article 6-4 3/11 ATM - Replacement of Couches & Chair	-	7,000.00	7,000.00	-	7,000.00	-	6,970.60	29.40	-	29.40
<b>Total Human Services:</b>	-	7,000.00	7,000.00	-	7,000.00	-	6,970.60	29.40	-	29.40
<b>Culture &amp; Recreation</b>										
Library	2,409.00		2,409.00		2,409.00		2,409.00	-	-	-
Article 6-5 3/00 ATM - Technology	2,000.00		2,000.00		2,000.00		-	2,000.00	2,000.00	-
Article 6-5A 3/09 ATM - Replace Gas Water Heater	649.00		649.00		649.00		-	649.00	649.00	-
Article 6-3 3/10 ATM - Carpet Replacement	-	4,000.00	4,000.00		4,000.00		2,626.11	1,373.89	1,373.89	-
Article 6-5 3/11 ATM - Replace Five Workstations	-	2,000.00	2,000.00		2,000.00		-	2,000.00	2,000.00	-
Article 6-5 3/11 ATM - Replace Carpet	-									
Recreation	-	15,000.00	15,000.00		15,000.00		75.00	14,925.00	14,925.00	-
Article 6-5 3/11 ATM - Repair Turkin Tennis Courts	-	15,000.00	15,000.00		15,000.00		-	15,000.00	15,000.00	-
Article 6-5 3/11 ATM - Repair Wadsworth Tennis Courts	-									
North Hill	6,033.13		6,033.13		6,033.13		5,034.00	999.13	-	999.13
Article 6-5C 3/09 ATM - Replace Irrigation Pump-North Hill Golf Course	-	15,000.00	15,000.00		15,000.00		14,702.00	298.00	-	298.00
Article 6-5 3/11 ATM - Repair or Replace Ladies Tee	-	25,000.00	25,000.00		25,000.00		24,800.00	200.00	-	200.00
Article 6-5 3/11 ATM - Repair Sand Traps	-									
<b>Total Culture &amp; Recreation:</b>	11,091.13	76,000.00	87,091.13	-	87,091.13	-	49,646.11	37,445.02	35,947.89	1,497.13
<b>Other Unclassified</b>										
Article 2 3/12 STM - Unpaid Bills- Property & Liability Insurance	-	-	-	185.23	185.23		185.23	-	-	-
Transfer to Percy Walker Pool Art. 7 STM 10/29/2011	-	7,717.60	7,717.60		7,717.60		7,717.60	-	-	-
Pension Reserve Fund Art. 4 STM 3/10/2012	-	-	-	100,000.00	100,000.00		100,000.00	-	-	-
Transfer to Percy Walker Pool Art. 5 STM 3/10/2012	-	-	-	10,000.00	10,000.00		10,000.00	-	-	-
Stabilization Fund Art. 8 STM 3/10/2012	-	-	-	300,000.00	300,000.00		300,000.00	-	-	-
	-	7,717.60	7,717.60	410,185.23	417,902.83	-	417,902.83	-	-	-
<b>Total Balances:</b>	297,512.32	1,969,916.10	2,267,428.42	411,887.42	2,679,315.84	(223,784.00)	2,104,474.42	351,057.42	324,382.55	26,674.87



***Town of Duxbury***  
**Fund 220**  
**School Cafeteria**  
**Analysis of Revenue & Expenditures**  
**June 30, 2012**

***Revenues:***

	CAFETERIA	BREADBOARD	TOTALS
Lunchroom	\$ 740,240.81	\$ 2,030.00	\$ 742,270.81
Section 4: (Reduced Lunch)	\$ 34,949.75	\$ -	\$ 34,949.75
Section 11: (Free Lunch)	\$ 29,482.28	\$ -	\$ 29,482.28
State Aid: (Full Paid Lunch)	\$ 9,121.45	\$ -	\$ 9,121.45
Federal Aid: Breakfast	\$ 610.63	\$ -	\$ 610.63
	<u>\$ 814,404.92</u>	<u>\$ 2,030.00</u>	<u>\$ 816,434.92</u>

***Expenditures:***

Personal Services	\$ 308,377.39	\$ -	\$ 308,377.39
Food & Food Service Supplies	\$ 310,500.53	\$ 2,030.00	\$ 312,530.53
Other Charges	\$ 128,863.32	\$ -	\$ 128,863.32
	<u>\$ 747,741.24</u>	<u>\$ 2,030.00</u>	<u>\$ 749,771.24</u>

<b>Sub-Total:</b>	<b>\$ 66,663.68</b>	<b>\$ -</b>	<b>\$ 66,663.68</b>
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Warrants Payable	\$ 620.63		\$ 620.63
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Balance: July 1, 2011	\$ 110,127.30	\$ -	\$ 110,127.30
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<b>Sub-total:</b>	<u><b>\$ 177,411.61</b></u>	<b>\$ -</b>	<b>\$ 177,411.61</b>
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<b>Grand Total:</b>	<u><b>\$ 177,411.61</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 177,411.61</b></u>
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**Town of Duxbury**  
**Fund 241**  
**School Federal Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2012**

	<b>BALANCE FORWARD July 1, 2011</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>BALANCE FORWARD June 30, 2012</b>
<b>FEDERAL GRANTS:</b>				
FY11 SPED 94-142	\$ (22,504.38)	\$ 33,806.00	\$ 11,301.62	\$ -
FY11 Drug Free Schools	\$ 2,088.00	\$ (239.75)	\$ 1,848.25	\$ -
FY11 IDEA	\$ 4,825.42		\$ 4,825.42	\$ -
FY11 ARRA SFSF	\$ 9,096.03	\$ -	\$ 9,096.03	\$ -
FY11 IDEA Early Childhood	\$ (4,574.39)	\$ 7,602.52	\$ 3,028.13	\$ -
FY11 Education Job	\$ 60,947.00	\$ (60,947.00)	\$ -	\$ -
FY11 780 Proj. 235	\$ 3,639.23		\$ 3,639.23	\$ -
FY12 Title I	\$ -	\$ 73,958.00	\$ 73,958.00	\$ -
FY12 Teacher Quality	\$ -	\$ 25,139.00	\$ 22,340.40	\$ 2,798.60
FY12 SPED 94-142	\$ -	\$ 678,380.00	\$ 669,333.14	\$ 9,046.86
FY12 SPED Prog Improvements	\$ -	\$ 11,688.00	\$ 16,434.78	\$ (4,746.78)
FY12 Early Childhood	\$ -	\$ 16,223.00	\$ 16,223.00	\$ -
FY12 Education Job	\$ -	\$ 332,540.00	\$ 332,540.00	\$ -
FY12 MTSS	\$ -	\$ 5,494.00	\$ -	\$ 5,494.00
<b>Sub-Total:</b>	<b>\$ 53,516.91</b>	<b>\$1,123,643.77</b>	<b>\$ 1,164,568.00</b>	<b>\$ 12,592.68</b>
Warrants Payable	\$ 99,776.15	\$ 6,155.30	\$ 99,776.15	\$ 6,155.30
<b>Grand Total:</b>	<b>\$ 153,293.06</b>	<b>\$1,129,799.07</b>	<b>\$ 1,264,344.15</b>	<b>\$ 18,747.98</b>

**Fund 242**  
**School State Grants**  
**Analysis of Revenues and Expenditures**  
**June 30, 2012**

	<b>BALANCE FORWARD July 1, 2011</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>BALANCE FORWARD June 30, 2012</b>
<b>STATE GRANTS:</b>				
FY11 Circuit Breaker	\$ 442,613.00	\$ -	\$ 442,613.00	\$ -
FY11 Academic Support	\$ 3,805.00	\$ -	\$ 3,805.00	\$ -
FY12 Academic Support	\$ -	\$ 9,700.00	\$ 9,662.50	\$ 37.50
FY12 Circuit Breaker		\$ 634,165.00	\$ -	\$ 634,165.00
FY12 CPC Family Eng	\$ -	\$ 33,870.00	\$ 32,797.50	\$ 1,072.50
FY12 Kindergarten Full Day	\$ -	\$ 80,000.00	\$ 78,055.91	\$ 1,944.09
<b>Sub-total</b>	<b>\$ 446,418.00</b>	<b>\$ 757,735.00</b>	<b>\$ 566,933.91</b>	<b>\$ 637,219.09</b>
Warrants Payable	\$ -	\$ 8,145.06	\$ -	\$ 8,145.06
<b>Grand Total:</b>	<b>\$ 446,418.00</b>	<b>\$ 765,880.06</b>	<b>\$ 566,933.91</b>	<b>\$ 645,364.15</b>

*Town of Duxbury*  
Fund 243  
School Gift Funds  
Analysis of Revenues and Expenditures  
June 30, 2012

	BALANCE FORWARD July 1, 2011	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2012
<b>GIFT ACCOUNTS:</b>				
FY07 Duxbury Foundation	\$ 281.75	\$ -	\$ 281.75	\$ -
FY08 Duxbury Foundation	\$ 3,469.85	\$ -	\$ 3,348.89	\$ 120.96
FY10 Duxbury Foundation	\$ 39.76	\$ -	\$ -	\$ 39.76
FY11 Duxbury Foundation	\$ 27,021.43	\$ 10,000.00	\$ 36,744.93	\$ 276.50
FY211 School Small Gifts	\$ 2,135.00	\$ 10,873.00	\$ 6,316.95	\$ 6,691.05
FY212 Duxbury Foundation	\$ -	\$ 48,784.95	\$ 38,048.16	\$ 10,736.79
<b>TOTAL:</b>	<b>\$ 32,947.79</b>	<b>\$ 69,657.95</b>	<b>\$ 84,740.68</b>	<b>\$ 17,865.06</b>
Warrants Payable	\$ 23,009.22	\$ 25,694.56	\$ 23,009.22	\$ 25,694.56
<b>GRAND TOTAL:</b>	<b>\$ 55,957.01</b>	<b>\$ 95,352.51</b>	<b>\$ 107,749.90</b>	<b>\$ 43,559.62</b>

Fund 244  
School Revolving Funds  
Analysis of Revenues and Expenditures  
June 30, 2012

	BALANCE FORWARD July 1, 2011	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2012
<b>REVOLVING ACCOUNTS</b>				
Adult Education	\$ 381,780.88	\$ 1,685,691.31	\$ 1,594,838.13	\$ 472,634.06
Athletic Association	\$ 15,819.81	\$ 346,939.75	\$ 322,250.45	\$ 40,509.11
Integrated PreSchool	\$ 11,135.18	\$ 113,513.68	\$ 89,581.33	\$ 35,067.53
Tuition Revolving	\$ 114,880.92	\$ 78,501.70	\$ 97,723.23	\$ 95,659.39
Co-Curricular-DMS School	\$ 9,799.94	\$ 34,800.00	\$ 30,000.00	\$ 14,599.94
Co-Curricular-High School	\$ 19,630.27	\$ 33,801.00	\$ 30,285.93	\$ 23,145.34
	<b>\$ 553,047.00</b>	<b>\$ 2,293,247.44</b>	<b>\$ 2,164,679.07</b>	<b>\$ 681,615.37</b>
<b>MISCELLANEOUS:</b>				
Bus Transportation	\$ 18,797.05	\$ 231,917.00	\$ 227,723.43	\$ 22,990.62
Performing Arts Center	\$ 15,611.40	\$ 61,922.00	\$ 46,548.73	\$ 30,984.67
Parking Fees	\$ -	\$ 13,500.00	\$ 13,500.00	\$ -
DPS ART Cards	\$ 20,497.31	\$ 7,559.50	\$ 7,338.73	\$ 20,718.08
Community Part. For Children	\$ 3,942.94	\$ 3,931.00	\$ 636.11	\$ 7,237.83
Book Fund	\$ 8,310.95	\$ 3,184.03	\$ 2,331.16	\$ 9,163.82
	<b>\$ 67,159.65</b>	<b>\$ 322,013.53</b>	<b>\$ 298,078.16</b>	<b>\$ 91,095.02</b>
<b>STUDENT ACTIVITIES:</b>				
Alden School Activities	\$ 5,364.76	\$ 20,299.95	\$ 11,317.00	\$ 14,347.71
Chandler School Activities	\$ (1,539.31)	\$ 4,265.99	\$ 2,568.90	\$ 157.78
DMS Student Activities	\$ 2,994.41	\$ 31,583.41	\$ 30,755.38	\$ 3,822.44
High School Activities	\$ 4,648.64	\$ 314,042.63	\$ 236,207.49	\$ 82,483.78
	<b>\$ 11,468.50</b>	<b>\$ 370,191.98</b>	<b>\$ 280,848.77</b>	<b>\$ 100,811.71</b>
<b>SUB - TOTAL:</b>	<b>\$ 631,675.15</b>	<b>\$ 2,985,452.95</b>	<b>\$ 2,743,606.00</b>	<b>\$ 873,522.10</b>
<b>PREPAID PROGRAMS FY 2013</b>				
School Bus Transportation	\$ 113,245.00	\$ 109,225.00	\$ 113,245.00	\$ 109,225.00
Intergrated PreSchool	\$ 12,100.28	\$ 11,187.32	\$ 12,100.28	\$ 11,187.32
KED/Extended Summer Program	\$ 46,231.20	\$ 32,279.72	\$ 46,231.20	\$ 32,279.72
Full Day Kindergarden Program	\$ -	\$ 51,515.50	\$ -	\$ 51,515.50
	<b>\$ 171,576.48</b>	<b>\$ 204,207.54</b>	<b>\$ 171,576.48</b>	<b>\$ 204,207.54</b>
Warrants Payable	\$ 102,030.40	\$ 42,505.88	\$ 102,030.40	\$ 42,505.88
<b>GRAND TOTAL:</b>	<b>\$ 905,282.03</b>	<b>\$ 3,232,166.37</b>	<b>\$ 3,017,212.88</b>	<b>\$ 1,120,235.52</b>



# Town of Duxbury

## Fund 251 Town Federal Funds Analysis of Revenues and Expenditures June 30, 2012

	BALANCE FORWARD July 1, 2011	REVENUES	EXPENDITURES	BALANCE FORWARD June 30, 2012
<b>TOWN FEDERAL GRANTS</b>				
Historical Commission:				
Housing/Community	\$ 147.90	\$ -	\$ -	\$ 147.90
Conservation:				
Kingston Bay Stormwt	\$ (28,139.00)	\$ 28,139.00	\$ -	\$ -
Police Department				
FY12 Bullet Proof Vests	\$ -	\$ -	\$ 9,924.00	\$ (9,924.00)
Fire Department:				
EMPG Grant FY 12	\$ -	\$ 3,396.84	\$ 3,396.84	\$ -
Harbormaster:				
Pump Out Boat	\$ 15,477.20	\$ 11,500.00	\$ 20,970.47	\$ 6,006.73
FY10 Port Security	\$ 88.32	\$ -	\$ -	\$ 88.32
<b>Sub-Total</b>	<b>\$ (12,425.58)</b>	<b>\$ 43,035.84</b>	<b>\$ 34,291.31</b>	<b>\$ (3,681.05)</b>
Warrants Payable	\$ 183,578.43	\$ 1,227.95	\$ 183,578.43	\$ 1,227.95
<b>Grand Total</b>	<b>\$ 171,152.85</b>	<b>\$ 44,263.79</b>	<b>\$ 217,869.74</b>	<b>\$ (2,453.10)</b>

## Fund 252 Town State Grants Analysis of Revenues and Expenditures June 30, 2012

<b>TOWN STATE GRANTS</b>				
Information Systems: GIS	\$ 623.53	\$ -	\$ -	\$ 623.53
Town Clerk; Extended Polling Hrs.	\$ 3,728.16	\$ 1,488.00	\$ 5,216.16	\$ -
FY10 January Special Election	\$ 2,413.72	\$ -	\$ 2,413.72	\$ -
Conservation Comm:Fish Ladder	\$ 20,228.23	\$ -	\$ -	\$ 20,228.23
FY09 CZM-Crescent St.:Storm Mit.	\$ 17,172.63	\$ -	\$ 6,236.80	\$ 10,935.83
FY 12 CZM-Crescent St.:Storm Mit.	\$ -	\$ -	\$ 105,450.00	\$ (105,450.00)
Planning Board:				
FY11 MA Clean Energy	\$ (10,892.35)	\$ 25,000.00	\$ 45,692.70	\$ (31,585.05)
Police Department:				
FY07 Emergency 911 Training	\$ 210.74	\$ -	\$ -	\$ 210.74
FY12 Emergency 911 Training	\$ -	\$ -	\$ 19,118.48	\$ (19,118.48)
FY11 E911 Support Grant	\$ (37,000.00)	\$ 37,000.00	\$ -	\$ -
FY12 Emergency 911 Support	\$ -	\$ -	\$ 28,975.00	\$ (28,975.00)
Governor Highway Safety	\$ 538.31	\$ -	\$ -	\$ 538.31
FY11 Governor Highway Safety	\$ (955.64)	\$ 1,826.06	\$ 1,346.25	\$ (475.83)
FY09 Community Policing	\$ 1,980.04	\$ -	\$ -	\$ 1,980.04
FY11 Domestic Violence Training	\$ 0.04	\$ -	\$ -	\$ 0.04
FY12 Bullet Proof Vests	\$ -	\$ 9,924.00	\$ 9,924.00	\$ -
Fire Department:				
MCI Trailer	\$ 1,783.43	\$ -	\$ -	\$ 1,783.43
FY12 MCI Trailer	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
State Wide Ambulance Task	\$ 786.63	\$ -	\$ -	\$ 786.63
FY08 NIMS Grant	\$ 73.97	\$ -	\$ -	\$ 73.97
FY10 NIMS Grant	\$ 56.54	\$ -	\$ -	\$ 56.54
FY10 MEMA-Fire-CEMP	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
FY11 SAFE Grant	\$ 1,470.35	\$ -	\$ 1,470.35	\$ -
Inspectional Services:				
Medical Reserve Corp.	\$ 13,950.21	\$ 12,145.88	\$ 6,820.57	\$ 19,275.52
DPW Management:				
Hall's Corner	\$ 3,300.00	\$ -	\$ -	\$ 3,300.00
FY11 Survey &Design Beach Seawll	\$ 51,065.00	\$ -	\$ 9,930.00	\$ 41,135.00
Council on Aging:				
FY11 Formula Grant	\$ 0.01	\$ -	\$ 0.01	\$ -
FY12 Formula Grant	\$ -	\$ 22,063.00	\$ 22,063.00	\$ -
FY11 Chronic Disease Managemnt	\$ 2,426.63	\$ 20.00	\$ 214.14	\$ 2,232.49
FY11 Old Colony Plan Council	\$ (2,522.81)	\$ 3,083.00	\$ 595.20	\$ (35.01)
FY12 Service Incentive	\$ -	\$ 3,400.00	\$ 3,200.00	\$ 200.00
Library:				
FY09 State Aid To Library	\$ 6,412.94	\$ -	\$ 5,388.99	\$ 1,023.95
FY10 State Aid To Library	\$ 3,558.42	\$ -	\$ 1,434.30	\$ 2,124.12
FY11 State Aid to Library	\$ 13,937.09	\$ -	\$ 12,014.47	\$ 1,922.62
FY12 State Aid to Library	\$ -	\$ 13,785.26	\$ -	\$ 13,785.26
Net Lender Program	\$ 10,617.57	\$ -	\$ -	\$ 10,617.57
Duxbury Cultural Council	\$ 3,377.40	\$ 4,075.13	\$ 2,200.00	\$ 5,252.53
State Board of Retirement	\$ 650.91	\$ 2,282.46	\$ 4,564.92	\$ (1,631.55)
Water Enterprise:				
SRF-Water Capital Improvement	\$ (3,606.17)	\$ 7,500.00	\$ 3,893.83	\$ -
<b>Sub-Total</b>	<b>\$ 107,885.53</b>	<b>\$ 144,592.79</b>	<b>\$ 298,162.89</b>	<b>\$ (45,684.57)</b>
Warrants Payable	\$ 47,310.43	\$ 110,027.32	\$ 47,310.43	\$ 110,027.32
Deferred Revenue Intergovernmental	\$ -	\$ 113,282.46	\$ -	\$ 113,282.46
<b>Grand Total</b>	<b>\$ 155,195.96</b>	<b>\$ 367,902.57</b>	<b>\$ 345,473.32</b>	<b>\$ 177,625.21</b>

*Town of Duxbury*  
**Fund 253**  
**Town Gift Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2012**

	<b>BALANCE FORWARD</b>			<b>BALANCE FORWARD</b>
	<b>July 1, 2011</b>	<b>REVENUES</b>	<b>EXPENDI-</b>	<b>June 30, 2012</b>
<b>SPECIAL REVENUE</b>				
<b>Selectmen:</b>				
Comm on Disability	\$ 101.65	\$ -	\$ -	\$ 101.65
Bluefish Firehouse	\$ 2,524.75	\$ -	\$ -	\$ 2,524.75
PEG Access Support	\$ 206,512.81	\$ 89,495.30	\$ 215,060.87	\$ 80,947.24
Historical Grant	\$ 700.00	\$ -	\$ -	\$ 700.00
Beach Reservation	\$ (8,387.93)	\$ 118,488.55	\$ 138,776.09	\$ (28,675.47)
Agricultural Comm	\$ -	\$ 323.35		\$ 323.35
<b>Police:</b>				
K-9 Donations	\$ 2,307.20			\$ 2,307.20
DARE Programs	\$ 7,937.64	\$ 5,512.51	\$ 3,090.98	\$ 10,359.17
Police Athletic League (PAL)	\$ 37.08	\$ -	\$ -	\$ 37.08
<b>Fire:</b>				
Contribution & Gifts	\$ 1,225.00	\$ 2,750.00	\$ 3,203.63	\$ 771.37
Dedicated Gift	\$ 462.91	\$ 400.00	\$ 862.91	\$ -
FD Train.Sponsored by SRPEDD	\$ (19,743.05)	\$ 28,984.36	\$ 15,900.47	\$ (6,659.16)
<b>Entergy</b>				
Administration & Tech.	\$ 78,199.35	\$ 85,000.00	\$ 80,427.86	\$ 82,771.49
Emergency Training Program	\$ (1,651.64)	\$ -	\$ -	\$ (1,651.64)
FM Global Grant	\$ 43.64	\$ -	\$ -	\$ 43.64
Animal Control:Shelter Improvemnt	\$ 16,816.82	\$ 13,342.49	\$ 6,322.07	\$ 23,837.24
Copeland Family Contribution	\$ 6,552.00	\$ -	\$ -	\$ 6,552.00
<b>DPW Management:</b>				
Compost Bins	\$ 1,850.00	\$ 240.00	\$ 1,600.00	\$ 490.00
<b>Council on Aging:</b>				
Donation & Gifts	\$ 1,167.40	\$ 36,317.30	\$ 35,483.35	\$ 2,001.35
GATRA	\$ (12,707.04)	\$ 65,282.23	\$ 66,005.51	\$ (13,430.32)
Library: Donations & Gifts	\$ 15,614.81	\$ 12,000.00	\$ 13,354.14	\$ 14,260.67
Pool: Donations & Gifts	\$ 250.00	\$ -	\$ -	\$ 250.00
War Memorials	\$ 7,470.30	\$ 3,815.00	\$ 575.00	\$ 10,710.30
375th Anniversary Celebration	\$ -	\$ 73,745.85	\$ 47,970.85	\$ 25,775.00
<b>Sub-Total</b>	<b>\$ 307,283.70</b>	<b>\$535,696.94</b>	<b>\$ 628,633.73</b>	<b>\$ 214,346.91</b>
 Warrants Payable:	 \$ 5,195.87	 \$ 15,108.80	 \$ 5,195.87	 \$ 15,108.80
 <b>Grand Total</b>	 <b>\$ 312,479.57</b>	 <b>\$550,805.74</b>	 <b>\$ 633,829.60</b>	 <b>\$ 229,455.71</b>

*Town of Duxbury*  
**Fund 254**  
**Town Revolving Funds**  
**Analysis of Revenues and Expenditures**  
**June 30, 2012**

	<b>BALANCE FORWARD July 1, 2011</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>BALANCE FORWARD June 30, 2012</b>
<b>TOWN REVOLVING</b>				
<b>CHAPTER 44 S.53 E 1/2</b>				
Conservation Comm. - Jaycox Farm	\$ 11,188.93	\$ 14,777.00	\$ 25,700.00	\$ 265.93
Police:				
Insurance Recovery	\$ -	\$ 5,835.79	\$ 5,835.79	\$ -
Law Enforcement	\$ 937.50	\$ 100.00	\$ 562.33	\$ 475.17
Police Details	\$ (69,883.59)	\$627,321.95	\$ 690,490.03	\$ (133,051.67)
Fire:				
Insurance Recovery	\$ -	\$ 47,884.50	\$ 47,884.50	\$ -
Hazardous Incidents	\$ -	\$ 64.20	\$ -	\$ 64.20
School Department:				
Insurance Recovery	\$ -	\$ 39,766.00	\$ 39,766.00	\$ -
Transfer Station				
Insurance Recovery	\$ -	\$ 465.00	\$ -	\$ 465.00
Council on Aging:				
Program Activities	\$ 7,253.76	\$ 49,620.24	\$ 51,604.77	\$ 5,269.23
Respite	\$ 8,027.22	\$ 21,853.33	\$ 19,316.43	\$ 10,564.12
Bingo	\$ 3,753.64	\$ 3,884.00	\$ 2,151.65	\$ 5,485.99
Craft Store	\$ 807.92	\$ 1,541.90	\$ 1,148.99	\$ 1,200.83
Life Long Learning	\$ 6,898.29	\$ 13,449.41	\$ 14,049.65	\$ 6,298.05
Insurance Recovery	\$ 1,673.00	\$ 2,880.00	\$ 2,880.00	\$ 1,673.00
Library:				
Insurance Recovery	\$ 3,878.98	\$ -	\$ 3,878.98	\$ -
<b>SUB-TOTAL:</b>	<b>\$ (25,464.35)</b>	<b>\$829,443.32</b>	<b>\$ 905,269.12</b>	<b>\$ (101,290.15)</b>
Warrants Payable	\$ 6,022.85	\$ 11,707.56	\$ 6,022.85	\$ 11,707.56
<b>GRAND TOTAL:</b>	<b>\$ (19,441.50)</b>	<b>\$841,150.88</b>	<b>\$ 911,291.97</b>	<b>\$ (89,582.59)</b>



TOWN OF DUNBURY

**Fund 255**

**Recreation Revolving Fund**

**Analysis of Revenues & Expenditures**

**June 30, 2012**

	<b>BALANCE FORWARD July 1, 2011</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>ENCUMBERED</b>	<b>ENDING BALANCE June 30, 2012</b>
Light Usage Fees	\$ -		\$ 3,203.03	\$ -	\$ (3,203.03)
Soda Machine	\$ -	\$ 129.83	\$ -	\$ -	\$ 129.83
Field Usage	\$ -	\$ 21,690.00	\$ 19,200.18	\$ 1,550.00	\$ 939.82
Basketball Program	\$ 1,000.00	\$ 76,750.70	\$ 72,450.40	\$ 177.75	\$ 5,122.55
Baseball Camp	\$ 50.00	\$ 3,584.90	\$ 1,939.76	\$ -	\$ 1,695.14
Soccer Program	\$ 100.00	\$ 3,834.80	\$ 4,638.69	\$ -	\$ (703.89)
Tennis	\$ 150.00	\$ 20,454.10	\$ 16,929.26	\$ -	\$ 3,674.84
Track	\$ -	\$ 5,179.60	\$ 3,269.00	\$ -	\$ 1,910.60
Field Hockey	\$ -	\$ 9,628.80	\$ 8,198.62	\$ -	\$ 1,430.18
Flag Football	\$ -	\$ 1,790.00	\$ 728.00	\$ -	\$ 1,062.00
Ice Saking	\$ -	\$ 3,079.80	\$ 2,607.00	\$ -	\$ 472.80
Gymnastics	\$ -	\$ 1,600.00	\$ 1,280.00	\$ -	\$ 320.00
Yoga	\$ -	\$ 9.90	\$ -	\$ -	\$ 9.90
Martial Arts	\$ -	\$ 789.80	\$ 180.00	\$ 340.00	\$ 269.80
Wrestling	\$ -	\$ 110.00	\$ -	\$ -	\$ 110.00
After School Athletics	\$ -	\$ 15,309.90	\$ 14,200.00	\$ -	\$ 1,109.90
Drama	\$ -	\$ 10,590.00	\$ 9,402.00	\$ -	\$ 1,188.00
Horsemanship	\$ -	\$ 8,879.60	\$ 8,540.00	\$ -	\$ 339.60
Cooking	\$ -	\$ (0.30)	\$ -	\$ -	\$ (0.30)
Kids Playground	\$ -	\$ 64,256.25	\$ 62,886.96	\$ 177.75	\$ 1,191.54
Turkey Race	\$ -	\$ 1,380.00	\$ 2,450.54	\$ -	\$ (1,070.54)
Easter Egg Hunt	\$ -	\$ -	\$ 1,159.41	\$ -	\$ (1,159.41)
Rockclimbing	\$ -	\$ 2,669.80	\$ 2,080.00	\$ -	\$ 589.80
Boot Camp	\$ -	\$ 2,209.50	\$ 2,040.00	\$ -	\$ 169.50
Archery	\$ -	\$ 3,750.00	\$ 2,990.00	\$ -	\$ 760.00
Administrative Expenses	\$ 10,000.00	\$ -	\$ 9,336.26	\$ 663.74	\$ 0.00
	<b>\$ 11,300.00</b>	<b>\$ 257,676.98</b>	<b>\$ 249,709.11</b>	<b>\$ 2,909.24</b>	<b>\$ 16,358.63</b>

Transfer to General Fund as Revenue for the Town	\$ (6,358.63)
Remains in Revolving Fund	\$ 10,000.00
Encumbrances	\$ 2,909.24
Recreation Programs - Fiscal Year 2013	\$ 73,104.00
Warrants Payable	\$ 31,621.87
<b>Total</b>	<b>\$ 117,635.11</b>

**Fund 256**

**Town Receipts Reserved For Appropriation**

**Analysis of Revenues and Expenditures**

**June 30, 2012**

	<b>BALANCE FORWARD July 1, 2011</b>	<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>ENCUMBERED</b>	<b>BALANCE FORWARD June 30, 2012</b>
Cemetery					
Sale of Lots & Burial Rights	\$ 92,340.37	\$ 17,025.00	\$ -	\$ -	\$ 109,365.37
<b>Grand Total</b>	<b>\$ 92,340.37</b>	<b>\$ 17,025.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 109,365.37</b>

**TOWN OF DUXBURY**  
Fund 257  
Article Balance Analysis  
Period ending June 30, 2012

	Department	Prior Year Article Balances	Original Budget Voted from 3/11 ATM	Available Budget	Supplemental Appropriations Presented on FY 13 Recap	Total Balance 7/1/2011	FY 2012 Expenditures To-Date	Balance As of 6/30/2012	Departmental Retained Balances	Balance Closed Out At Year-end
<b>Community Preservation</b>										
<b>CPC Operating Costs</b>										
Article 17 3/08 ATM - Operating Expenses		1,000.00		1,000.00		1,000.00	500.00	500.00	-	500.00
Article 21 3/10 ATM - Operating Expenses		63.75		63.75		63.75	63.75	-	-	-
Article 19 3/11 ATM - Operating Expenses		-	80,500.00	80,500.00		80,500.00	15,856.43	64,643.57	11,850.00	52,793.57
<b>Total Operating Costs</b>		<b>1,063.75</b>	<b>80,500.00</b>	<b>81,563.75</b>	<b>-</b>	<b>81,563.75</b>	<b>16,420.18</b>	<b>65,143.57</b>	<b>11,850.00</b>	<b>53,293.57</b>
<b>Historical</b>										
Article 16 3/05 ATM - Wright Building Renovation		7,146.38		7,146.38		7,146.38	647.50	6,498.88	6,498.88	-
Article 23 3/10 ATM - First Parish Church Renovations		25,335.50		25,335.50		25,335.50	20,650.00	4,685.50	4,685.50	-
Article 24 3/10 ATM - Isaac Keene Barn		61,231.20		61,231.20		61,231.20	56,630.70	4,600.50	4,600.50	-
Article 25 3/10 ATM - Historical Property Survey		55,000.00		55,000.00		55,000.00	14,000.00	41,000.00	41,000.00	-
Article 21 3/11 ATM - Restoration of Old Town Hall		-	250,000.00	250,000.00		250,000.00	125,168.00	124,832.00	124,832.00	-
Article 22 3/11 ATM - Restoration of Foundation of Keene Mill		-	30,000.00	30,000.00		30,000.00	5,575.00	24,425.00	24,425.00	-
Article 23 3/11 ATM - Restoration of Gravesites - Chestnut St.		-	58,000.00	58,000.00		58,000.00	19,750.00	38,250.00	38,250.00	-
Burial Ground & Mayflower Street Old Burial Ground		-	9,550.00	9,550.00		9,550.00	9,549.50	0.50	0.50	0.50
Article 26 3/11 ATM - Town Clerk Document Storage		-	-	-		-	-	-	-	-
<b>Total Historical:</b>		<b>148,713.08</b>	<b>347,550.00</b>	<b>496,263.08</b>	<b>-</b>	<b>496,263.08</b>	<b>251,970.70</b>	<b>244,292.38</b>	<b>244,291.88</b>	<b>0.50</b>
<b>Housing</b>										
Article 31 3/06 ATM - Housing Consultant		100.00		100.00		100.00	-	100.00	100.00	-
Article 24 3/08 ATM - Grange Property		12,787.05		12,787.05		12,787.05	-	12,787.05	12,787.05	-
Article 26 3/08 ATM - Housing Assistance Program		405,648.60		405,648.60		405,648.60	75,000.00	330,648.60	330,648.60	-
Article 21 3/09 ATM - Temple Street Affordable Housing		16,755.50		16,755.50		16,755.50	-	16,755.50	16,755.50	-
Article 28 3/10 ATM - Grange - Historical Restoration		131,345.00		131,345.00		131,345.00	27,971.20	103,373.80	103,370.80	-
Article 27 3/11 ATM - Homeownership Assistance Program		-	330,000.00	330,000.00		330,000.00	-	330,000.00	330,000.00	-
<b>Total Housing:</b>		<b>566,636.15</b>	<b>330,000.00</b>	<b>896,636.15</b>	<b>-</b>	<b>896,636.15</b>	<b>102,971.20</b>	<b>793,661.95</b>	<b>793,661.95</b>	<b>-</b>
<b>Open Space</b>										
Article 26 3/10 ATM - Congress St.		18,914.43		18,914.43		18,914.43	7,767.46	11,146.97	11,146.97	-
Article 24 3/11 ATM - Blairhaven Purchase		-	3,150,000.00	3,150,000.00		3,150,000.00	3,056,436.99	93,563.01	93,563.01	-
Article 25 3/11 ATM - Koptovsky Land Purchase		-	447,095.00	447,095.00		447,095.00	434,971.70	12,123.30	12,123.30	-
<b>Total Open Space:</b>		<b>18,914.43</b>	<b>3,597,095.00</b>	<b>3,616,009.43</b>	<b>-</b>	<b>3,616,009.43</b>	<b>3,499,176.15</b>	<b>116,833.28</b>	<b>116,833.28</b>	<b>-</b>
<b>Unclassified</b>										
Article 7 3/12 STM - Debt Payment		-	-	-	812,000.00	812,000.00	811,933.33	66.67	-	66.67
<b>Total C.P.A. Fund Balances:</b>		<b>735,327.41</b>	<b>4,355,145.00</b>	<b>5,090,472.41</b>	<b>812,000.00</b>	<b>5,902,472.41</b>	<b>4,682,474.56</b>	<b>1,219,997.85</b>	<b>1,166,637.11</b>	<b>53,560.74</b>

**Town of Duxbury**  
Water Enterprise  
Fund 610

Revenues and Expenditure:  
Fiscal Year 2012

	<u>Budget</u>	<u>Actual</u>		<u>Excess Revenue to Retained Earnings:</u>
<b>Revenues</b>				
User Charges	\$ 2,637,433	\$ 2,950,191		\$ 312,758
Transfers from Retained Earnings	\$ 50,000	\$ 50,000		\$ -
	<u>\$ 2,687,433</u>	<u>\$ 3,000,191</u>		<u>\$ 312,758</u>
	<u>Appropriation</u>	<u>Expenditure</u>	<u>Encumbered</u>	<u>Return to Retained Earnings:</u>
<b>Expenditures</b>				
Salaries	\$ 636,795	\$ 622,488		\$ 14,307
Police Details	\$ 7,500	\$ 10,242		\$ (2,742)
Retirement	\$ 86,200	\$ 86,200		\$ -
Life Insurance	\$ 215	\$ 249		\$ (34)
Medicare	\$ 9,265	\$ 8,385		\$ 881
Workers Compensation	\$ 14,809	\$ 10,846		\$ 3,963
Electric	\$ 150,000	\$ 158,983		\$ (8,983)
Gas and Oil	\$ 20,000	\$ 18,096	\$ 379	\$ 1,525
Marshfield Water	\$ 60,000	\$ 51,636		\$ 8,364
Computer Equipment Maintenance Service:	\$ 6,190	\$ 1,325		\$ 4,865
Office Equipment Maintenance Service:	\$ 3,000	\$ 3,000		\$ -
Vehicle Maintenance Service:	\$ 4,000	\$ 1,961		\$ 2,039
Building & Grds. Maintenance Service:	\$ 11,000	\$ 853		\$ 10,147
Equipment Maintenance Service:	\$ 8,000	\$ 13,389	\$ 561	\$ (5,950)
Consulting Service:	\$ 18,000	\$ 20,840		\$ (2,840)
Medical Services:	\$ -	\$ -		\$ -
Training/Educations Program:	\$ 6,000	\$ 4,020		\$ 1,980
Financial Audit:	\$ 2,000	\$ 2,000		\$ -
Legal Services:	\$ 8,000	\$ 6,396	\$ 2,067	\$ (463)
Telephone	\$ 9,000	\$ 7,407		\$ 1,593
Printing	\$ 7,000	\$ 5,954		\$ 1,046
Postage	\$ 7,000	\$ 6,342		\$ 658
Advertising	\$ 1,100	\$ 124		\$ 976
Testing	\$ 30,000	\$ 18,590	\$ 32	\$ 11,378
Office & Computer Supplies	\$ 6,000	\$ 1,132		\$ 4,868
Bldg. & Grds Maintenance Supplies:	\$ 12,000	\$ 4,967		\$ 7,033
Equipment Repairs & Mnt. Supplies	\$ 15,000	\$ 26,285	\$ 3,368	\$ (14,652)
Small Tools	\$ 1,000	\$ 1,137		\$ (137)
Vehicle Supplies:	\$ 8,000	\$ 15,830	\$ 784	\$ (8,613)
Gasoline	\$ 23,000	\$ 32,787		\$ (9,787)
Chemicals	\$ 85,000	\$ 64,857		\$ 20,143
Pumps & Instruments	\$ 75,000	\$ 65,480	\$ 6,017	\$ 3,503
Meters	\$ 77,000	\$ 28,559		\$ 48,441
Water Service Connections	\$ 25,000	\$ 17,477		\$ 7,523
Subscriptions/Publication:	\$ -	\$ 38		\$ (38)
Uniforms & Other Clothing	\$ 6,000	\$ 4,742		\$ 1,258
Meeting & Travel Expenses:	\$ 500	\$ -		\$ 500
Dues & Memberships	\$ 800	\$ 395		\$ 405
Property & Liability Insurance:	\$ 16,503	\$ 14,278		\$ 2,225
License Renewals	\$ 900	\$ 1,312		\$ (412)
State Assessments for Primary	\$ 5,000	\$ 4,174		\$ 826
System Improvements & Contingencie:	\$ 14,710	\$ -		\$ 14,710
Transfers to Health Trust Fund	\$ 110,157	\$ 110,152		\$ 5
Transfers to General Fund	\$ 117,871	\$ 117,871		\$ -
<b>Total</b>	<u>\$ 1,704,515</u>	<u>\$ 1,570,797</u>	<u>\$ 13,208</u>	<u>\$ 120,510</u>
<b>Debt Service</b>				
Retirement of Long Term Debt	\$ 729,197	\$ 729,197	\$ -	\$ -
Interest on Long Term Debt	\$ 148,431	\$ 148,430	\$ -	\$ 1
Interest on Short Term Debt	\$ 20,000	\$ -	\$ -	\$ 20,000
Bond Issuance Costs	\$ 20,000	\$ -	\$ -	\$ 20,000
<b>Total</b>	<u>\$ 917,628</u>	<u>\$ 877,627</u>	<u>\$ -</u>	<u>\$ 40,001</u>
Encumbrances from FY 2011	\$ 31,593	\$ 31,593	\$ -	\$ -
2012 Increase to Retained Earning:				\$ 473,269
Balance of Articles Returned to Retained Earning				<u>\$ 70,642</u>
Total Increase to Retained Earning:				\$ 543,911



**TOWN OF DUXBURY**  
**Continued Appropriations**  
**Water Enterprise Fund**

DESCRIPTION	6/30/2011 Balances	Original Budget Voted from 3/11 ATM & 10/11 STM	Available Budget 7/1/2011	Supplemental Appropriations Funded from Retained Earnings	Total Balance 7/1/2011	Transfers	FY 2012 Expenditures To-Date	Balance As of 6/30/2012	Departmental Retained Balances	Balance Closed Out At Year-end
Article 6-8 ATM 3/06 - System Rehabilitation	33,348.23		33,348.23		33,348.23		33,348.23	0.00	-	-
Article 1-4 STM 3/08 - Construct Birch Street Tank	52,286.67		52,286.67		52,286.67		32,281.00	20,005.67	-	20,005.67
Article 6-4 ATM 3/07 - System Rehabilitation	137,753.82		137,753.82		137,753.82		130,763.05	6,990.77	6,990.77	-
Article 6-5 ATM 3/08 - Damion Well Construction	50,000.00		50,000.00		50,000.00		0.00	50,000.00	-	50,000.00
Article 6-5 ATM 3/08 - PCE Pipe Replacement	35,520.96		35,520.96		35,520.96		1,508.92	34,012.04	34,012.04	-
Article 6-7A ATM 3/09 - Upgrade SCADA System	38,943.73		38,943.73		38,943.73		17,825.00	21,118.73	21,118.73	-
Article 6-7C ATM 3/09 - PCE Pipe Replacement	16,470.05		16,470.05		16,470.05		5,587.17	10,882.88	10,882.88	-
Article 6-6 ATM 3/10 - Water System Master Plan Update	50,000.00		50,000.00		50,000.00		0.00	50,000.00	50,000.00	-
Article 6-6 ATM 3/10 - PCE Pipe Replacement	51,657.74		51,657.74		51,657.74		2,680.44	48,977.30	48,977.30	-
<b>Total Prior Years Articles</b>	<b>465,981.20</b>	<b>0.00</b>	<b>465,981.20</b>	<b>0.00</b>	<b>465,981.20</b>	<b>0.00</b>	<b>223,993.81</b>	<b>241,987.39</b>	<b>171,981.72</b>	<b>70,005.67</b>
Article 6-7 ATM 3/11 - Engineering of Underground Injection Control Wells	0.00	10,500.00	10,500.00		10,500.00			10,500.00	10,500.00	-
Article 6-7 ATM 3/11 - System Rehabilitation	0.00	150,000.00	150,000.00		150,000.00		85,461.94	64,538.06	64,538.06	-
Article 6-7 ATM 3/11 - PCE Pipe Replacement	0.00	100,000.00	100,000.00		100,000.00		60,476.02	39,523.98	39,523.98	-
Article 6-7 ATM 3/11 - Replace 2004 Pick-Up	0.00	29,200.00	29,200.00		29,200.00		28,882.00	318.00	-	318.00
Article 6-7 ATM 3/11 - Replace 2006 Pick-Up	0.00	29,200.00	29,200.00		29,200.00		28,882.00	318.00	-	318.00
Article 8 STM 10/29/2011 - Prior Year Bills	0.00	15,289.99	15,289.99		15,289.99		15,289.99	0.00	-	-
Article 10 STM 10/29/2011 Collective Bargaining Agreement	0.00	4,159.00	4,159.00		4,159.00		0.00	0.00	-	-
Article 10 STM 3/10/2012 - Land Conveyance of Teakettle Lane	0.00	0.00	0.00	50,000.00	50,000.00	(4,159.00)	0.00	50,000.00	50,000.00	-
<b>Total 2012</b>	<b>0.00</b>	<b>338,348.99</b>	<b>338,348.99</b>	<b>50,000.00</b>	<b>388,348.99</b>	<b>(4,159.00)</b>	<b>218,991.95</b>	<b>165,198.04</b>	<b>164,562.04</b>	<b>636.00</b>
<b>Total</b>	<b>465,981.20</b>	<b>338,348.99</b>	<b>804,330.19</b>	<b>50,000.00</b>	<b>854,330.19</b>	<b>(4,159.00)</b>	<b>442,985.76</b>	<b>407,185.43</b>	<b>336,543.76</b>	<b>70,641.67</b>

Town of Duxbury  
Pool Enterprise  
Fund 630

Revenues and Expenditures  
Fiscal Year 2012

	<u>Budget</u>	<u>Actual</u>		<u>Excess(Deficit) Revenue to Retained Earnings</u>
Revenues				
User Charges	\$ 391,570	\$ 313,561		\$ (78,009)
Transfers from General Fund		\$ 17,718		\$ 17,718
	<u>\$ 391,570</u>	<u>\$ 331,279</u>		<u>\$ (60,291)</u>
	<u>Appropriation</u>	<u>Expenditure</u>	<u>Encumbered</u>	<u>Return to Retained Earnings</u>
Expenditures				
Salaries	\$ 210,633	\$ 177,996		\$ 32,637
Retirement	\$ 19,993	\$ 19,993		\$ -
Life Insurance	\$ 76	\$ -		\$ 76
Medicare	\$ 2,965	\$ -		\$ 2,965
Workers Compensation	\$ 3,012	\$ -		\$ 3,012
Electric	\$ 27,300	\$ 42,859		\$ (15,559)
Gas	\$ 36,225	\$ 28,790		\$ 7,435
Water	\$ 6,825	\$ 4,067		\$ 2,758
Bldg. & Grds. Maint. Services	\$ 1,100	\$ -		\$ 1,100
Equipment Repairs	\$ 9,000	\$ 9,258		\$ (258)
Waste Removal	\$ -	\$ 440		\$ (440)
Janitorial Services	\$ 14,700	\$ 16,259		\$ (1,559)
Training/Educations Programs	\$ 550	\$ 3,132		\$ (2,582)
Audit	\$ 300	\$ 300		\$ -
Legal Services	\$ 1,000	\$ -		\$ 1,000
Telephone	\$ 2,000	\$ -		\$ 2,000
Printing	\$ -	\$ -		\$ -
Postage	\$ 100	\$ -		\$ 100
Advertising	\$ 1,000	\$ 372		\$ 629
Office & Computer Supplies	\$ 2,100	\$ 2,871		\$ (771)
Small Tools	\$ 100	\$ -		\$ 100
Custodial Supplies	\$ 2,500	\$ 2,085		\$ 415
Chemicals	\$ 11,000	\$ 11,441		\$ (441)
Uniforms & Other Clothing	\$ 1,000	\$ 549		\$ 451
Medical Supplies	\$ 1,000	\$ -		\$ 1,000
Aquatic Supplies	\$ 1,000	\$ 2,669		\$ (1,669)
Meeting & Travel Expenses	\$ 500	\$ 528		\$ (28)
Prop. & Liab. Insurance	\$ 2,870	\$ 1,610		\$ 1,260
General Fund Assessments	\$ 13,132	\$ 13,130		\$ 2
Total	<u>\$ 371,981</u>	<u>\$ 338,348</u>	<u>\$ -</u>	<u>\$ 33,633</u>
Encumbrances from FY 2011	\$ 4,944	\$ 4,944	\$ -	\$ -
2012 Increase to Retained Earnings				\$ (26,658)
Total Increase(Decrease) to Retained Earnings				\$ (26,658)

# Town of Duxbury

Fund 810 and 820

June 30, 2012

	Non-expendable Trust			Expendable Trust				
	Balance Forward	Additions	Ending Balance	Balance Forward	Additions	Investment	Expenses	Ending Balance
	July 1, 2011		June 30, 2012	July 1, 2011		Income		June 30, 2012
<b>PERMANENT FUNDS (Benefits Gov't)</b>								
Cemetery Perpetual Care	1,173,593.00	41,425.00	1,215,018.00	52,331.87	0.00	40,125.16	0.00	92,457.03
Mayflower Cemetery	194,650.00	20,050.00	214,700.00	26,465.65	0.00	7,578.58	0.00	34,044.23
Arthur D. Eaton	39,500.00	0.00	39,500.00	29,761.85	0.00	2,088.68	0.00	31,850.53
Ladies Union Fair	1,300.00	0.00	1,300.00	219.82	0.00	49.59	0.00	269.41
Lucy A. Ewell	500.00	0.00	500.00	531.38	0.00	33.63	0.00	565.01
Dr R. Shiff	0.00	2,000.00	2,000.00	0.00	0.00	26.51	0.00	26.51
<b>CEMETERY FUNDS:</b>	<b>1,409,543.00</b>	<b>63,475.00</b>	<b>1,473,018.00</b>	<b>109,310.57</b>	<b>0.00</b>	<b>49,902.15</b>	<b>0.00</b>	<b>159,212.72</b>
Eben H. Ellison	300,000.00	0.00	300,000.00	38,896.89	0.00	10,806.27	14,435.46	35,267.70
Isabelle Freeman	200,552.00	0.00	200,552.00	21,383.62	0.00	7,240.93	0.00	28,624.55
Richmond G. Wight	30,000.00	0.00	30,000.00	15,177.13	0.00	1,473.94	0.00	16,651.07
Lucy Hathaway	25,000.00	0.00	25,000.00	254,561.80	0.00	9,121.04	0.00	263,682.84
Lucy Hathaway - Shade Trees	0.00	0.00	0.00	40.84	0.00	0.00	0.00	40.84
Lucy Hathaway - Improve Streets	0.00	0.00	0.00	989.06	0.00	0.00	0.00	989.06
Lucy Hathaway - Public Bridges	0.00	0.00	0.00	831.55	0.00	0.00	0.00	831.55
Lucy Hathaway - Public Landings	0.00	0.00	0.00	294.91	0.00	0.00	0.00	294.91
Thomas D. Hathaway	2,000.00	0.00	2,000.00	1,439.76	0.00	112.24	0.00	1,552.00
Marietta Russell: School Library	1,500.00	0.00	1,500.00	2,123.65	0.00	118.23	0.00	2,241.88
Isabelle Freeman(Ambulance Service)	1,300.00	0.00	1,300.00	4,325.72	0.00	183.57	0.00	4,509.29
William Penn Harding:Duxbury Free Library	1,000.00	0.00	1,000.00	590.00	0.00	51.88	0.00	641.88
Marietta Russell : School Science Material	500.00	0.00	500.00	1,370.36	0.00	61.02	0.00	1,431.38
<b>MISCELLANEOUS FUNDS:</b>	<b>561,852.00</b>	<b>0.00</b>	<b>561,852.00</b>	<b>342,025.29</b>	<b>0.00</b>	<b>29,169.12</b>	<b>14,435.46</b>	<b>356,758.95</b>
<b>PERMANENT FUND TOTALS:</b>	<b>1,971,395.00</b>	<b>63,475.00</b>	<b>2,034,870.00</b>	<b>451,335.86</b>	<b>0.00</b>	<b>79,071.27</b>	<b>14,435.46</b>	<b>515,971.67</b>
Helen Delano Howe	125,000.00	0.00	125,000.00	12,060.86	(1,000.00)	4,460.86	2,000.00	13,521.72
Mary E. Carr Nepton	65,000.00	0.00	65,000.00	147,405.68	1,000.00	6,977.00	3,500.00	151,882.68
Annie Drew Dunham	40,335.00	0.00	40,335.00	6,557.91	0.00	1,513.53	1,500.00	6,571.44
Harriet E. Crozier	25,175.00	0.00	25,175.00	4,394.60	0.00	953.83	1,000.00	4,348.43
Edward & Ruth Hobart	10,000.00	0.00	10,000.00	830.96	0.00	353.34	0.00	1,184.30
Molly Hopkins Taft	10,053.00	0.00	10,053.00	3,685.36	0.00	448.24	0.00	4,133.60
Weston-Thompson	10,000.00	0.00	10,000.00	2,734.45	0.00	415.49	0.00	3,149.94
Edmund A. Dondero	2,850.00	0.00	2,850.00	503.54	0.00	79.19	0.00	582.73
Benjamin M. Feinberg	1,500.00	0.00	1,500.00	124.84	0.00	53.03	0.00	177.87
Margaret K. Elliott	8,000.00	0.00	8,000.00	1,721.99	0.00	317.18	0.00	2,039.17
Anna Bigelow-Davis	395,986.00	0.00	395,986.00	54,549.69	0.00	14,644.61	5,000.00	64,194.30
Jacob S & Fannie D. Shiff	0.00	350,000.00	350,000.00	0.00	0.00	4,640.28	0.00	4,640.28
Dr R. Shiff	0.00	350,000.00	350,000.00	0.00	0.00	4,640.28	0.00	4,640.28
Thomas J Keenen MD & Dr R.M. Shiff	0.00	250,000.00	250,000.00	0.00	0.00	3,314.50	0.00	3,314.50
<b>SCHOLARSHIP FUNDS:</b>	<b>693,899.00</b>	<b>950,000.00</b>	<b>1,643,899.00</b>	<b>234,569.88</b>	<b>0.00</b>	<b>42,811.36</b>	<b>13,000.00</b>	<b>264,381.24</b>
Jonathan & Ruth Ford	25,000.00	0.00	25,000.00	39,022.04	0.00	2,088.80	0.00	41,110.84
Agnes S. Ellison	1,000.00	0.00	1,000.00	5,552.59	0.00	213.81	0.00	5,766.40
<b>MISCELLANEOUS FUNDS:</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>44,574.63</b>	<b>0.00</b>	<b>2,302.61</b>	<b>0.00</b>	<b>46,877.24</b>
<b>PRIVATE PURPOSE FUND TOTALS:</b>	<b>719,899.00</b>	<b>950,000.00</b>	<b>1,669,899.00</b>	<b>279,144.51</b>	<b>0.00</b>	<b>45,113.97</b>	<b>13,000.00</b>	<b>311,258.48</b>
Stabilization Fund				1,730,001.64	300,000.00	56,443.38	0.00	2,086,445.02
Stabilization Fund:Cemetery/Crematory				65,511.30		1,443.81	66,955.11	0.00
Pension Reserve Fund				711,204.28	100,000.00	21,270.30	63,575.00	768,899.58
Conservation Fund				61,237.17	0.00	112.65	8,134.07	53,215.75
Duxbury Heritage Fund				30,814.96	0.00	984.51	0.00	31,799.47
Margery Parcher Fund				39,123.02	23,775.00	64.50	33,807.81	29,154.71
Myles Standish Homesite				7,501.89	0.00	239.65	0.00	7,741.54
W. Ellison Unitrust				3,807.48	0.00	121.66	0.00	3,929.14
N. T. Saunders Shellfish				2,123.84	0.00	67.87	0.00	2,191.71
Marshall Tennis Ct. Lights				969.56	0.00	0.00	0.00	969.56
King Caesar Poor				64,972.73	0.00	12,692.75	9,628.75	68,036.73
E. H. Meehan				1,421.88	0.00	45.46	0.00	1,467.34
M. Brouillard				1,309.28	0.00	41.85	0.00	1,351.13
H. & M. Grafton				19,392.24	0.00	619.56	0.00	20,011.80
Unemployment Trust				215,414.85	0.00	6,622.01	62,644.11	159,392.75
Lowery Scholarship				1,000.00	0.00	0.00	0.00	1,000.00
James Buechler School Books				1,788.99	0.00	57.20	0.00	1,846.19
Affordable Housing Trust				135,000.00	0.00	4,313.22	0.00	139,313.22
Sub-Total Miscellaneous				<b>3,092,595.11</b>	<b>423,775.00</b>	<b>105,140.38</b>	<b>244,744.85</b>	<b>3,376,765.64</b>
<b>GRAND TOTAL OF FUNDS:</b>	<b>2,691,294.00</b>	<b>1,013,475.00</b>	<b>3,704,769.00</b>	<b>3,823,075.48</b>	<b>423,775.00</b>	<b>229,325.62</b>	<b>272,180.31</b>	<b>4,203,995.79</b>



## REVENUES AND EXPENDITURES

### Period ended June 30, 2012

Raise and Appropriate	\$	6,553,422
Withholding (less refunds)	\$	1,897,784
Plymouth County Retirement	\$	432,283
Mass Teachers Retirement	\$	719,081
Early Retirement Reimbursement	\$	(1,129)
Investment Income	\$	20,263
Other (inc Cobra, Direct, stop loss)	\$	232,650
Total Revenues	\$	9,854,353

Blue Cross Claims and Admin	\$ 9,651,014
Stop Loss	\$ 520,638
Consultants	\$ 23,350
Other	\$ 63,742
Total Expenditures	\$ 10,258,743

Fiscal 2011 Fund Balance	\$	5,506,686
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June 2012 Fund Balance	\$ 5,102,296
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*Town of Duxbury*

**Fund 890**

**Agency**

**June 30, 2012**

	<b>BALANCE</b>		<b>ADDITIONS</b>		<b>INVESTMENT</b>		<b>EXPENSES</b>		<b>BALANCE</b>
	<b>July 1, 2011</b>				<b>INCOME</b>				<b>June 30, 2012</b>
Treas/Collector: Deputy Collector Fees	\$ 2,898.00	\$	22,207.00	\$	-	\$	22,530.00	\$	2,575.00
Old Performance Bnds	\$ 41,564.72	\$	-	\$	-	\$	-	\$	41,564.72
Building Maint: Wright Building	\$ (6,618.89)	\$	30,670.37	\$	-	\$	28,697.66	\$	(4,646.18)
Police Department: Off Duty Details	\$ (69,883.59)	\$	-	\$	-	\$	-	\$	-
Details move to Spec. Rev.	\$ 69,883.59								
: Gun Permits	\$ 2,587.50	\$	10,750.00	\$	-	\$	10,750.00	\$	2,587.50
Fire Department: Off Duty Details	\$ 4,616.10	\$	12,583.10	\$	-	\$	11,023.36	\$	6,175.84
Inspectional Services:Consult/Pert Tests	\$ 34,537.50	\$	480.00	\$	-	\$	-	\$	35,017.50
:Traffic Mitigation	\$ 10,000.00	\$	-	\$	-	\$	-	\$	10,000.00
Harbormaster: Custodial Services	\$ -	\$	2,560.00	\$	-	\$	2,624.00	\$	(64.00)
Council on Aging: Custodial Services	\$ 123.91	\$	1,298.50	\$	-	\$	1,510.85	\$	(88.44)
<b>Sub-Total:</b>	<b>\$ 89,708.84</b>	<b># \$</b>	<b>80,548.97</b>	<b># \$</b>	<b>-</b>	<b># \$</b>	<b>77,135.87</b>	<b>\$</b>	<b>93,121.94</b>

**PERFORMANCE BONDS:**

Bay Farm Trust	\$ 31,772.41	\$	-	\$	13.63	\$	31,786.04	\$	-
R.H.B.: Bob Burpee	\$ 8,700.11	\$	-	\$	4.07	\$	-	\$	8,704.18
David Condon	\$ 12,958.41	\$	-	\$	6.07	\$	-	\$	12,964.48
Lonigro	\$ 1,720.20	\$	-	\$	0.81	\$	-	\$	1,721.01
Brick Realty/Pratt	\$ 45,752.00	\$	-	\$	8.77	\$	45,760.77	\$	-
Elm Street R.T.	\$ 22,536.45	\$	-	\$	2.25	\$	22,537.59	\$	1.11
J.V.O. Corp/Bnd Plan	\$ 9,035.35	\$	-	\$	4.26	\$	-	\$	9,039.61
Road Opening: Rogers Way	\$ 2,373.17	\$	-	\$	1.11	\$	-	\$	2,374.28
<b>Sub-Total:</b>	<b>\$ 134,848.10</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>40.97</b>	<b>\$</b>	<b>100,084.40</b>	<b>\$</b>	<b>34,804.67</b>

**SPECIAL FUNDS:**

**CHAP.593 OF ACTS OF 1993:**

Bay Farm Trust	\$ 619.13	\$	-	\$	0.25	\$	619.38	\$	-
Brick Realty Trust	\$ 396.04	\$	-	\$	0.08	\$	396.12	\$	-
J.V.O. Corp	\$ 275.36	\$	-	\$	0.12	\$	-	\$	275.48
RBH Development: Hawkins Place	\$ 835.24	\$	-	\$	0.39	\$	-	\$	835.63
Jong G. Yun	\$ 1,856.94	\$	-	\$	0.84	\$	-	\$	1,857.78
Stephen M. Carleton	\$ 751.81	\$	-	\$	0.37	\$	-	\$	752.18
Cushing: FF Modification	\$ 2,344.37	\$	-	\$	0.24	\$	2,344.49	\$	0.12
Dingleydehl Estates	\$ 139.29	\$	-	\$	0.07	\$	-	\$	139.36
Whitepine Lane/Home	\$ 5,592.89	\$	-	\$	2.62	\$	-	\$	5,595.51
Bay Farm Montessori	\$ 638.38	\$	-	\$	0.29	\$	-	\$	638.67
<b>Sub-Total:</b>	<b>\$ 13,449.45</b>	<b># \$</b>	<b>-</b>	<b># \$</b>	<b>5.27</b>	<b># \$</b>	<b>3,359.99</b>	<b>\$</b>	<b>10,094.73</b>

*Town of Duxbury*

**Fund 890**

**Agency**

**Continued**

	<b>BALANCE</b> <b>July 1, 2011</b>	<b>ADDITIONS</b>	<b>INVESTMENT</b> <b>INCOME</b>	<b>EXPENSES</b>	<b>BALANCE</b> <b>June 30, 2012</b>
<b>SPECIAL FUNDS:</b>					
<b>CHAP.53 G ZBA</b>					
Delphic Associates	\$ 5,323.19	\$ -	\$ 2.48	\$ -	\$ 5,325.67
Duxbury Farms	\$ 10,731.27	\$ -	\$ 4.81	\$ 616.25	\$ 10,119.83
Duxbury Crossings	\$ 202.72	\$ -	\$ 0.12	\$ -	\$ 202.84
Brewster Commons	\$ 5,090.30	\$ -	\$ 2.38	\$ -	\$ 5,092.68
Merry Village LLC	\$ 33.57	\$ -	\$ -	\$ -	\$ 33.57
Duxbury Yacht Club	\$ 1,500.21	\$ -	\$ 0.70	\$ -	\$ 1,500.91
Standish LLC	\$ 1,550.77	\$ -	\$ 0.72	\$ -	\$ 1,551.49
Welch:King Tn	\$ 2,019.15	\$ -	\$ 0.94	\$ -	\$ 2,020.09
Deesul	\$ 1,636.99	\$ -	\$ 0.77	\$ -	\$ 1,637.76
Duxbury Estates	\$ 3,752.34	\$ -	\$ 1.58	\$ 960.00	\$ 2,793.92
Industrial Tower & Wireless	\$ 8.02	\$ -	\$ -	\$ -	\$ 8.02
Hummock LLC-BOA	\$ 6,197.54	\$ -	\$ 2.90	\$ -	\$ 6,200.44
Island Creek Village North	\$ 0.22	\$ -	\$ -	\$ -	\$ 0.22
Kevin & Colleen Griffin	\$ 1,504.44	\$ -	\$ 0.71	\$ -	\$ 1,505.15
Stephen W. McCarthy	\$ 0.39	\$ -	\$ -	\$ -	\$ 0.39
T. Mobile N.E. LLC	\$ 3,124.25	\$ -	\$ 1.47	\$ -	\$ 3,125.72
The Reserve at Duxbury	\$ -	\$ 12,500.00	\$ 6.42	\$ 8,391.00	\$ 4,115.42
<b>Sub-Total:</b>	<b>\$ 42,675.37</b>	<b>\$ 12,500.00</b>	<b>\$ 26.00</b>	<b>\$ 9,967.25</b>	<b>\$ 45,234.12</b>
<b>SPECIAL FUNDS:</b>					
<b>CHAP.53 G Planning Board</b>					
Duxbury Yacht Club	\$ 5,000.79	\$ -	\$ 0.95	\$ 3,742.50	\$ 1,259.24
Standish LLC-Plan	\$ 3,523.26	\$ -	\$ 1.65	\$ -	\$ 3,524.91
Adams Court/Hinkley	\$ 789.12	\$ -	\$ 0.38	\$ -	\$ 789.50
Industrial Tower III	\$ 3,402.24	\$ -	\$ 0.80	\$ 3,402.98	\$ 0.06
Cushings Retreat/Elm St. R.T.	\$ 2,107.35	\$ -	\$ 0.98	\$ -	\$ 2,108.33
Dacey/Complex Path	\$ 2.14	\$ -	\$ -	\$ -	\$ 2.14
Olde Kings LLC	\$ 1,508.37	\$ -	\$ 0.71	\$ -	\$ 1,509.08
Cushing-F.F. Mod III	\$ 1,669.97	\$ -	\$ 0.16	\$ 1,670.05	\$ 0.08
Tower Resource Management	\$ 4,028.59	\$ -	\$ 1.90	\$ -	\$ 4,030.49
Driver/Cape Verde Terrace	\$ -	\$ -	\$ 0.09	\$ -	\$ 0.09
<b>Sub-Total:</b>	<b>\$ 22,031.83</b>	<b>\$ -</b>	<b>\$ 7.62</b>	<b>\$ 8,815.53</b>	<b>\$ 13,223.92</b>
<b>SPECIAL FUNDS:</b>					
<b>CHAP.53 G Conservation Commision</b>					
Hummock,LLC	\$ 12,785.03	\$ -	\$ 5.46	\$ 12,790.49	\$ -
Christopher Castanon	\$ 0.02	\$ -	\$ -	\$ 0.02	\$ -
Industrial Tower & Wireless/Champ	\$ 108.22	\$ -	\$ 0.03	\$ 108.25	\$ -
RDA-McCrystal-Seacoast	\$ 45.15	\$ -	\$ -	\$ 45.15	\$ -
Darcey/Complex Path;Planning Brd	\$ -	\$ 1,000.00	\$ 0.12	\$ 1,000.12	\$ -
<b>Sub-Total:</b>	<b>\$ 12,938.42</b>	<b>\$ 1,000.00</b>	<b>\$ 5.61</b>	<b>\$ 13,944.03</b>	<b>\$ -</b>
<b>SPECIAL FUNDS:</b>					
<b>CHAP.53 G Board of Health</b>					
Duxbury Housing-BOH	\$ 124.09	\$ -	\$ 0.04	\$ -	\$ 124.13
<b>Sub-Total:</b>	<b>\$ 124.09</b>	<b>\$ -</b>	<b>\$ 0.04</b>	<b>\$ -</b>	<b>\$ 124.13</b>
<b>Sub-Total of Fund:</b>	<b>\$ 315,776.10</b>	<b>\$ 94,048.97</b>	<b>\$ 85.51</b>	<b>\$ 213,307.07</b>	<b>\$ 196,603.51</b>
Warrants Payable	\$ 6,507.29	\$ 1,918.00	\$ -	\$ 6,507.29	\$ 1,918.00
	<b>\$ 322,283.39</b>	<b>\$ 95,966.97</b>	<b>\$ 85.51</b>	<b>\$ 219,814.36</b>	<b>\$ 198,521.51</b>



**Town of Duxbury  
General Fund Debt  
June 30, 2012**

	<u>Date</u>	<u>Amt Authorized</u>	<u>Amt Issued</u>	<u>Unissued</u>	<u>2011 Balance</u>	<u>2012- Principal</u>	<u>2012 - Balance</u>
<b>GENERAL FUND</b>							
Snug Harbor/Bluefish ATM	1996 \$	650,000	\$ 650,000	\$ -	\$ 233,885	\$ 36,164	\$ 197,721
Refunding of Library					\$ 940,000	\$ 170,000	\$ 770,000
WPAT indiv septic (out limit)	1997 \$	200,000	\$ 195,676	\$ -	\$ 86,956	\$ 10,872	\$ 76,084
WPAT indiv septic (out limit)	2004 \$	200,000	\$ 192,582	\$ -	\$ 107,113	\$ 10,689	\$ 96,424
Senior Center Construction	2001 \$	2,183,000	\$ 2,183,000	\$ -	\$ 855,000	\$ 145,000	\$ 710,000
Shared Septic Wadsworth Field	2000 \$	1,028,000	\$ 1,028,000	\$ -	\$ 585,000	\$ 55,000	\$ 530,000
Merry Conservation Land/Millennium Green (Land)	2002 \$	310,000	\$ 310,000	\$ -	\$ 45,000	\$ 25,000	\$ 20,000
HS Sewage Treatment Plant	2002 \$	3,100,000	\$ 1,457,000	\$ -	\$ 955,000	\$ 100,000	\$ 855,000
School Expansion	2001 \$	11,578,000	\$ 11,578,000	\$ -	\$ 7,700,000	\$ 770,000	\$ 6,930,000
Fire Alarms	2006 \$	84,000	\$ 84,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Senior Center Parking Lot	2007 \$	65,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -
Cemetery Expansion	2007 \$	80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Seawalls	3/10/2007 STM \$	125,000	\$ 125,000	\$ -	\$ 80,000	\$ 15,000	\$ 65,000
Percy Walker Pool Building Remodeling	2010 \$	2,200,000	\$ 2,200,000	\$ -	\$ 2,050,000	\$ 150,000	\$ 1,900,000
Engineering - Percy Walker Pool	2010 \$	163,000	\$ 163,000	\$ -	\$ 145,000	\$ 15,000	\$ 130,000
Building Remodeling School	2010 \$	1,540,000	\$ 587,000	\$ 953,000.00	\$ 545,000	\$ 40,000	\$ 505,000
Engineering - School	2010 \$	200,000	\$ 200,000	\$ -	\$ 100,000	\$ 100,000	\$ -
		\$ 23,706,000	\$ 21,098,258	\$ 953,000.00	\$ 14,432,954	\$ 1,647,725	\$ 12,785,229
<b>UNISSUED</b>							
Crematory Construction	3/13/2010 \$	2,600,000	\$ 2,600,000				
Police Station Construction	3/12/2011 \$	6,275,000	\$ 4,706,000			\$ 1,569,000	
Fire Station Design	3/13/2010 \$	292,000	\$ 292,000				
Fire Station Construction	3/12/2011 \$	3,700,000	\$ 3,700,000				
DMS & DHS Schematic Design	3/12/2011 \$	2,900,000	\$ 950,000			\$ 1,950,000	
Co-located Middle & High School	10/29/2011 \$	126,806,161	\$ 4,000,000			\$ 122,806,161	
Powder Point Bridge Improvement	3/10/2012 \$	2,400,000	\$ -			\$ 2,400,000	
Total		\$ 144,973,161	\$ 16,248,000	\$ -	\$ -	\$ 128,725,161	

Jaws \$24,900 Paid down 3/15/2007  
Ambulance \$150,000 Perm 2/21/2007  
Forest Truck \$90,000 Perm 2/21/2007  
Hot Patch Trailer \$30,000 Perm 2/21/2007  
Tractor \$110,000 Perm 2/21/2007  
Cemetery Expansion \$80,000 Perm 2/21/2007  
Senior Center Parking Lot \$65,000 Perm 2/21/2007

**Town of Duxbury  
Water Debt  
June 30, 2012**

	<u>Date</u>	<u>Amt Authorized</u>	<u>Amt Issued</u>	<u>Unissued</u>	<u>2011- Balance</u>	<u>2012- Principal</u>	<u>2012- Balance</u>
<b>WATER</b>							
Evergreen Treatment Plant	1996 \$	1,500,000	\$ 1,500,000	\$ -	\$ 163,461	\$ 54,500	\$ 108,961
Pipe Replacement (PCE)	1998 \$	750,000	\$ 750,000	\$ -	\$ 81,798	\$ 27,200	\$ 54,598
Mayflower (well exempt)	1998 \$	103,000	\$ 103,000	\$ -	\$ 11,097	\$ 3,800	\$ 7,297
Pipe Replacement (PCE)	1999 \$	400,000	\$ 400,000	\$ -	\$ 43,644	\$ 14,500	\$ 29,144
Pipe Replacement (PCE)	2001 \$	225,000	\$ 225,000	\$ -	\$ 20,000	\$ 20,000	\$ -
Pipe Replacement (PCE)	2002 \$	408,000	\$ 408,000	\$ -	\$ 70,000	\$ 35,000	\$ 35,000
Merry Land	2002 \$	102,000	\$ 102,000	\$ -	\$ 20,000	\$ 10,000	\$ 10,000
Herring Weir	2002 \$	113,000	\$ 113,000	\$ -	\$ 20,000	\$ 10,000	\$ 10,000
Pipe Replacement (PCE)	2003 \$	400,000	\$ 400,000	\$ -	\$ 120,000	\$ 40,000	\$ 80,000
Tremont Main (STM 3/04)	2004 \$	1,100,000	\$ 1,100,000	\$ -	\$ 330,000	\$ 110,000	\$ 220,000
Tremont Engineering (STM 11/03)	2004 \$	100,000	\$ 100,000	\$ -	\$ 50,000	\$ 10,000	\$ 40,000
Pipe Replacement (PCE)	2004 \$	400,000	\$ 400,000	\$ -	\$ 200,000	\$ 40,000	\$ 160,000
Pipe Replacement (PCE)	2005 \$	100,000	\$ 100,000	\$ -	\$ 20,000	\$ 20,000	\$ -
Damon Wells	2004 \$	120,000	\$ 120,000	\$ -	\$ 24,000	\$ 24,000	\$ -
Damon Wells	2004 \$	580,000	\$ 580,000	\$ -	\$ 445,000	\$ 45,000	\$ 400,000
Rt. 3 Water Main	2006 \$	100,000	\$ 100,000	\$ -	\$ 20,000	\$ 20,000	\$ -
Birch St. Tank Engineering	2006 \$	250,000	\$ 250,000	\$ 29,000	\$ 430,000	\$ 40,000	\$ 390,000
Damon Well	3/8/2008 \$	570,000	\$ 570,000	\$ -	\$ 31,000	\$ 31,000	\$ -
Birch St. Tank	3/10/2007 \$	3,150,000	\$ 3,150,000	\$ -	\$ 450,000	\$ 40,000	\$ 410,000
Total Authorized	\$	11,021,000	\$ 10,992,000	\$ 29,000	\$ 2,878,610	\$ 134,197	\$ 2,744,413
					\$ 5,428,610	\$ 729,197	\$ 4,699,413

	<u>Authorized</u>	<u>Issued</u>	<u>Retired</u>	<u>Recinded</u>	<u>Unissued</u>
<b>UNISSUED</b>					
Pine Street Water Mains	3/10/2012 \$	925,000	\$ -	\$ -	\$ 925,000
Total	\$	925,000	\$ -	\$ -	\$ 925,000

**Community Preservation Debt  
June 30, 2012**

	<u>Date</u>	<u>Authorized</u>	<u>Issued</u>	<u>Retired</u>	<u>Recinded</u>	<u>Unissued</u>
<b>UNISSUED</b>						
	\$	-	\$ -	\$ -	\$ -	\$ -
Total	\$	-	\$ -	\$ -	\$ -	\$ -

## Treasurer/Collector

The Treasurer/Collector is pleased to submit the annual report for the fiscal year ending June 30, 2012. Our office is responsible for the receipt, investment, and disbursement of all Town funds including payroll; billing and collection of all taxes and utilities; collection and issuance of beach and transfer permits and fees; debt management; administration of the various Town trust funds; collection and issuance of mooring and shellfish permits and fees; and management of the Town's property that is in Tax Title or Foreclosure.

### *Cash Management*

The Treasurer is responsible for investing public monies at the highest rate reasonably available, taking into account safety, liquidity, and yield. In the current market turmoil, managing liquidity and ensuring the security of the Town's funds are still increasingly important. The stability of the institutions with which we do business has taken priority over return on investment.

<u>Bank Balances as of June 30, 2012</u>	
CDs	\$1,564,005
Disbursement Accounts	\$0.00
Money Market	\$28,511,579
Trust Funds	\$8,666,745
Balance June 30, 2012	\$38,742,329

### Town of Duxbury

June 12, 2012

#### Balance Per Collector's Detail

#### Real Estate Taxes

Levy of 2008	\$0
Levy of 2009	\$480.04
Levy of 2010	\$7,631.26
Levy of 2011	\$99,884.08
Levy of 2012	\$699,553.18
Levy of 2013	\$22,294,922.29
	<hr/>
	\$23,102,470.85

#### Community Preservation

Levy of 2009	\$14.35
Levy of 2010	\$228.98
Levy of 2011	\$1,165.25
Levy of 2012	\$21,218.08
Levy of 2013	\$659,974.58
	<hr/>
	\$682,601.24



<b>Real Estate Tax Liens/Tax Title</b>	\$39,282.39
<b>CPA Tax Liens/Tax Title</b>	\$649.09
<b>Deferred Property Taxes (Chap 41A)</b>	\$301,481.32
<b>Taxes in Litigation (Taxes &amp; WL)</b>	\$0
<b>Tax Foreclosures/Tax Possessions</b>	\$686,466.45
<b>Other Departmental Receivables</b>	
Veterans' Services	\$0
	<hr/>
	\$0
<b>Personal Property Taxes</b>	
Levy of 2006	\$228.11
Levy of 2007	\$327.19
Levy of 2008	\$2,403.66
Levy of 2009	\$1,815.18
Levy of 2010	\$3,445.89
Levy of 2011	\$2,324.37
Levy of 2012	\$3,059.97
Levy of 2013	\$286,612.11
	<hr/>
	\$300,216.48
<b>Motor Vehicle Excise</b>	
Levy of 2001	\$6,210.05
Levy of 2002	\$8,661.47
Levy of 2003	\$8,643.68
Levy of 2004	\$6,061.58
Levy of 2005	\$4,904.91
Levy of 2006	\$7,587.61
Levy of 2007	\$5,082.42
Levy of 2008	\$4,616.55
Levy of 2009	\$5,476.79
Levy of 2010	\$7,309.87
Levy of 2011	\$42,988.98
Levy of 2012	\$93,897.83
	<hr/>
	\$201,441.74
<b>Boat Excise</b>	
Levy of 2005	\$15
Levy of 2007	\$627
Levy of 2008	\$1,037.00
Levy of 2009	\$1,926.00
Levy of 2010	\$1,221.89
Levy of 2011	\$2,166.75
Levy of 2012	\$3,495.37
	<hr/>
	\$10,489.01

**Water Liens**

Levy of 2012	\$695.03
	<hr/>
	\$695.03

**Sewer Liens**

Levy of 2012	\$0
	<hr/>
	\$0

**Service Liens**

Levy of 2012	\$0
	<hr/>
	\$0

**Demand Lien**

Levy of 2012	\$40
	<hr/>
	\$40

**Water Enterprise**

Levy of 2009	\$0
Levy of 2010	\$7,450.87
Levy of 2011	\$342.81
Levy of 2012	\$152,261.41
	<hr/>
	\$160,055.09

**Water Service Fees**

Levy of 2009	\$0
Levy of 2010	\$0
Levy of 2011	\$50
Levy of 2012	-1,228.06
	<hr/>
	-1,178.06

**Marshfield Resident Water**

Levy of 2010	\$0
	<hr/>
	\$0

**Sewer User Fees**

Levy of 2008	\$0
Levy of 2009	\$0
Levy of 2010	\$570.39
Levy of 2011	\$184
Levy of 2012	\$14,277.70
	<hr/>
	\$15,032.09

**Snug Harbor/Blue Fish Sewer Betterment**

Levy of 2012	\$46.58
	<hr/>
	\$46.58

**Snug Harbor/Blue Fish Sewer Committed Interest**

Levy of 2012	\$574
	<hr/>
	\$574

**Bay Road Sewer Betterment**

Levy of 2012	\$0
	<hr/>
	\$0

**Bay Road Sewer Committed Interest**

Levy of 2012	\$0.09
	<hr/>
	\$0.09

**Title V Betterment**

Levy of 2012	\$0
	<hr/>
	\$0

**Title V Committed Interest**

Levy of 2012	\$0
	<hr/>
	\$0

**BETTERMENTS UNCOMMITTED TO RE****Snug Harbor/Blue Fish Betterment**

Levy of 1999	\$103,299.90
Levy of 2003	\$24,599.88
	<hr/>
	\$127,899.78

**Bay Road Betterment**

Levy of 2003	\$371,731.58
	<hr/>
	\$371,731.58

**Title Five Betterment**

Levy of 2000	\$4,147.38
Levy of 2001	\$7,579.24
Levy of 2002	\$7,584.35
Levy of 2003	\$9,608.40
Levy of 2004	\$21,020.16
	<hr/>
	\$49,939.53
	<hr/>
	\$26,049,934.28

I am very appreciative of the efforts of my staff; Pamela Avitabile, Maureen Connolly, Dolores Marchewka and Jill Stewart for their hard work and dedication. This Department truly appreciates Jane McNiff, Meridythe Reed, Pat Costello, Linda Baker and Ann Hamadeh for their contribution during peak times in this office.

Respectfully submitted,  
Thomas J. Connolly, CMMT, CMMC  
Treasurer/Collector



## Trust Funds

Balances may be found in the Accounting records.

### **ANNA BIGELOW DAVIS FUND**

As per the will of Anna Bigelow Davis: "one part to the Town of Duxbury, the principal thereof to be invested and the net income therefrom to be employed for the purpose of establishing and maintaining at the Duxbury High School, an Art Scholarship Fund for needy students who have studied art in the Duxbury High School Art Department."

### **ANNIE DREW DUNHAM SCHOLARSHIP FUND**

"Under term of Will (Accepted ATM 3/14/64, Art. 45) Article Sixteen: (b) Three-fourths thereof I give to the Town of Duxbury, in trust, nevertheless, to invest, reinvest, and from time to time to change the investments at the discretion of said trustee, and annually (January first to December first) to pay the net income therefrom derived in a scholarship to, or on behalf of, a student selected as hereinafter provided, in furtherance of his or her education in any branch of learning which such student prefers, and which student is a resident of Duxbury who is graduating from, or has graduated from, Duxbury High School (or if Duxbury no longer shall have its own high school, then the regional or district high school of which Duxbury is a participant). Selection of such student (preferably one in the then-current graduating class) shall be made before June first of each year by a group made up of the following members: The Superintendent of Schools of the Town of Duxbury (or if Duxbury shall no longer have its own school superintendent, then the superintendent of the regional or district school of which Duxbury is participant); the Principal of the Duxbury High School (or if Duxbury shall no longer have its own school principal, then the principal of the regional or district school of which Duxbury is participant); and the members of the Duxbury School Committee.

Should the group herein before provided, or any of them, be unwilling to accept the responsibility of selecting students, to receive such scholarships, the Town of Duxbury, may, at any regular or special Town Meeting, appoint alternates for said principal, Superintendent, and members of the School Committee, and such alternate or alternates may substitute for the person or persons unwilling or unable to participate in such selection.

The fund hereby created shall be known as "The Annie Drew Dunham Scholarship Fund", and the scholarship shall be known as "The Annie Drew Dunham Scholarship".

### **AGNES E. ELLISON FUND**

"The income to be used for the under-privileged children in need of medical attention, particularly to alleviate blindness and deafness."

### **ARTHUR D. EATON CEMETERY FUND**

Last Will and Testament of Arthur D. Eaton - Article Tenth:

"All the rest, residue and remainder of my estate to the Town of DUXBURY, a municipal corporation within said County of Plymouth, and Commonwealth of Massachusetts, IN TRUST NEVERTHELESS, the income therefrom to be expended annually by the Cemetery Trustees of said Town, insofar as may be necessary for the perpetual care of said Eaton Lot, so-called, being Lot #1259 in Mayflower Cemetery, wherein is buried the body of my late Mother, Edna L. Eaton, and in which my body is to be buried as aforesaid, and for flowers and the placing thereof annually in front of the monument on said lot on Memorial Day, and for a wreath and the attaching thereof, annually, to said monument on Christmas Day, the balance of said income in each year to be used for the general care, improvement, and the embellishment of the 'old portion' so-called, of said Mayflower Cemetery: said fund to be known as the "Arthur D. Eaton Fund".

### **BENJAMIN M. FEINBERG TRUST FUND**

"I give and bequeath to the inhabitants of the Town of Duxbury, Massachusetts for educational purposes the sum of fifteen hundred (\$1,500) dollars. Said sum shall be held in trust by the Town of Duxbury and the Principal thereof shall be invested so that the members of the School Committee of said Town may make an annual

award to a member of each year's graduating class of the high school, who intends to pursue his or her education further, either in a college, university, trade school or other institution of higher learning. It is my desire that preference be given to a student who may be in need of financial assistance. The amount of such award shall be determined by the Trustees and shall be paid out of the annual income or out of the undistributed income

"The term 'Annual Income' shall be the 'net income' as herein defined, for the 'fiscal year' of the Fund which ends prior to the date of graduation for which such award is to be made. The term 'net income' as herein used shall include income received from all sources, other than gains from sales or exchanges of property, held by such Fund, after deducting all expenses property chargeable against income. Any gains or losses from sales or exchanges of property held by such Fund shall be regarded as an addition to or as a charge against Principal. The fiscal year of such Fund shall be the twelve-month period commencing with the first day of the month in which such fund shall be created."

#### **EBEN H. ELLISON TRUST FUND**

"Annual Town Meeting, April 28, 1990, Article 36, moved and seconded that the Town vote to accept a gift from Eben H. Ellison Trust and authorize the Board of Selectmen to establish procedures regarding the use of such gift in accordance with Article 36 of the warrant:

"To see if the Town will vote to accept a certain sum of money from the Eben H. Ellison Trust to be invested by the Treasurer, in which no more than one-half the income derived there from shall be disposed of for the support and maintenance of the William P. Ellison Playgrounds, and the remaining income to be used for a worthy Town need or project. All funds are to be allocated at the discretion of two Trustees, Elton F. Drew and Clarence W. Walker, or their successors.

All funds not so expended in any year shall be reinvested by the Treasurer. The sum of Five Hundred (\$500.00) dollars, Two Hundred Fifty (\$250.00) dollars per trustee per year, from the income shall be paid to the Trustees."

#### **EDMUND A. DONDERO SCHOLARSHIP FUND**

Special Town Meeting held May 5, 1986, Article 5, it was moved and seconded that the Town appropriate and transfer \$1,000.00 from Free Cash to establish a scholarship fund, in the name of and to honor Edmund A. Dondero, the income from which is to be used toward the payment of college tuition and expenses for a deserving student interested in pursuing a career in government service, with the scholarship funds to be administered and applied under the Board of Selectmen.

#### **EDWARD P. HOBART SCHOLARSHIP FUND**

As per Will of Ruth C. Hobart-

"Article Fifth: I give and bequeath unto the Town of Duxbury, a municipal corporation within said County of Plymouth and Commonwealth of Massachusetts, the sum of Ten Thousand dollars (\$10,000), IN TRUST NEVERTHELESS, the net income to be paid in annual scholarships to be determined by the amount of income available for distribution in each year. Any excess over the amount necessary to make one or more full scholarships of Five Hundred Dollars (\$500.00) each shall be paid in conjunction with income earned in the year following, or subsequent years, to aggregate a full Five Hundred Dollars (\$500.00) scholarship."

#### **HARRIETT S. CROZIER SCHOLARSHIP FUND**

"Under term of Will - 22nd, A. Scholarship Fund of the Town of Duxbury, Massachusetts, in memory of my late sister, Marion A. Crozier".

#### **HARRY C. & MARY E. GRAFTON MEMORIAL SCHOLARSHIP FUND**

"To establish two one-year scholarships for needy Duxbury High School seniors who plan to continue their education. The Trustees contemplate that this will be an annual award, and that each recipient will be supported for up to four consecutive years (at \$1000 per year upon satisfactory completion of the prior year) for college, or vocational training. Thus, future grants from the Grafton Trust to the Town for this purpose could be increased to a total of \$8,000 in a given year".



### **HELEN DELANO HOWE SCHOLARSHIP FUND**

"Twenty-sixth: I give and bequeath the sum of One Hundred Twenty-Five Thousand (\$125,000) to the Town of Duxbury to establish in this Massachusetts town, a separate fund to be known as the Helen Delano Howe Scholarship Fund, the income of such fund to be awarded annually on an objective and non-discriminatory basis, in one or more scholarships, to students residing in said town who desire to continue their education after high school in an educational institution, as defined in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986, as amended (the 'Code'), with preference to those students intending to enter the teaching profession. Said scholarships are awarded and administered by the process usually employed in the selection of scholarship candidates in named Town. Such awards may be made to students upon their graduation from high school and the recipients thereof shall continue to be eligible for annual awards, providing that student remains academically and personally qualified and worthy, in the discretion of the awarding authority until the student has received the bachelor's degree."

### **HERITAGE FUND**

The Board of Selectmen voted to adopt the following motion at their meeting of July 9, 1990:

"Moved the Town Accountant be authorized to transfer \$14,000 from the Excess and Deficiency (E & D) Fund to Duxbury Heritage Fund to be established by the Town Treasurer. Said action being consistent with the Motions adopted under Article 14 of the Special Town Meeting of March 1988, and Article 2, of the Special Town Meeting of November 1988.

The Duxbury Heritage Trust Fund shall be for promotion of the Town of Duxbury's natural, historical and cultural heritage. The Board of Selectmen shall enact rules and regulations to govern the Fund and may accept contributions to the Fund and may expend investment earnings of said Fund. Said Fund is established with the \$14,000 contribution given to the Town on behalf of the Town's 350th Anniversary Celebration.

The Town Treasurer shall each year submit to the Board of Selectmen a written account summarizing the assets, contributions and expenditures of said fund. The Selectmen may appoint a committee to advise and assist the Board in the administration of said Fund."

### **ISABELLE FREEMAN TRUST FUND**

"I bequeath and devise to the Town of Duxbury, Massachusetts, but in TRUST nevertheless for the following uses and purposes: to maintain my house lot at 155 Depot Street, Duxbury, Massachusetts, in conservation for use as, but not limited to, a bird sanctuary. Such money to be included in this bequest shall be held intact, the income therefrom to be used for minor repairs of the real estate.

Should the income from such money exceed the operating and maintenance expenses of said real estate, then the Trustees may, in their discretion, expend appropriate portions of the income to provide ambulance services in the Town of Duxbury, Massachusetts, but for no other purposes.

I nominate as Trustees for this bequest to the Town of Duxbury, Massachusetts, its duly elected Board of Selectmen

### **ISABELLE V. FREEMAN POWDER POINT TRUST**

"Income to be expended under direction of the Selectmen for Ambulance Services only".

### **JAMES BUECHLER BOOK FUND**

Gift left in memory of James Buechler, a former teacher, for the schools to purchase books.

### **JONATHAN AND RUTH FORD TRUST FUND**

"Net income only, of said funds, is to be paid by said Town from time to time each year to or for the benefit of those residents of said Town who are, in the sole discretion of said Town, financially unable to secure badly needed medical and/or nursing care, supplies, hospitalization, operations, x-rays, and/or assistance (including dental work) deemed necessary by said Town in any case."



#### **KING CAESAR'S FUND**

"To provide for relief of the poor and elderly citizens of said Town; and to assist any citizen of said Town who is, in the judgment of the Selectmen, otherwise unable to pay in obtaining proper medical, dental, psychiatric and nursing care by establishing, equipping and maintaining, through the Plymouth Community Nurse Association or otherwise, a program or programs of preventative medicine and a clinic or clinics for furnishing such care at convenient and accessible locations in said Town and by other appropriate means. Within 90 days following the payment to the Selectmen, they shall submit to the trust a written report as to the objects or purposes for which said payment has been or is to be expended."

#### **LADIES UNION FAIR ASSOCIATION OF DUXBURY TRUST FUND**

Accepted at Annual Town Meeting, March 14, 1964, Article 32. Income to be used for the general care of the old section of Mayflower Cemetery.

#### **LUCY E. EWELL TRUST FUND**

"Income to be paid over" annually to the authorities in charge of the 'Upper Cemetery' on Keene Street in the part of the Town of Duxbury called ASHDOD, to be expended by them for the care, improvement and embellishment of said cemetery."

#### **LUCY HATHAWAY TRUST FUND**

"Income to be 'applied for the purpose and in the proportion hereinafter specified':

One-fourth of said income to be applied to the care and improvement of the public streets in said Town of Duxbury;

One-eighth of said income to be applied to the care of shade trees within the limits of the public highways in said Town of Duxbury;

One-sixteenth of said income to be applied to the care and improvement of Mayflower Cemetery in said Town of Duxbury;

One-fourth of said income to be applied to the support of the public schools in said Town of Duxbury;

One-sixteenth of said income to be applied to the purchase of books for the public library in said Town of Duxbury;

One-eighth of said income to be applied to the care and maintenance of the public landings in said Town and the approaches thereto;

One-eighth of said income to be applied to the maintenance and care of public bridges in said Town."

#### **MARGERY S. PARCHER MEMORIAL TRUST FUND**

Special Town Meeting held November 23, 1987, Article 18, it was moved and seconded that the Town vote to approve the establishment of the Margery Parcher Memorial Trust Fund, said Fund to be used to enhance the Town of Duxbury's Annual Fourth of July activities as directed by the Board of Selectmen on the advice of the Fourth of July Committee.

#### **MARIETTA F. RUSSELL SCHOOL LIBRARY FUND**

"Received from the Estate of Marietta F. Russell, check for \$1,500.00 bequeathed to the Town of Duxbury by said Marietta F. Russell, under and in accordance with the provisions of Paragraph 14 of her Will, in memory of her parents, Edward B. Russell and Katherine A. Russell, to be held in Trust, and the income therefrom to be used annually for the purchase of books for the Library of the Duxbury High and Elementary Schools."

#### **MARIETTA F. RUSSELL SCIENCE MATERIAL FUND**

"Received from the Estate of Marietta F. Russell, check for \$500.00 bequeathed to the Town of Duxbury by said Marietta F. Russell, under Paragraph 34 of her said Will, the income therefrom to be used for the purchase of science materials for the Elementary and High Schools."

### **MARY E. CARR NEPTON SCHOLARSHIP FUND**

"Terms of Will - Clause 6. All the rest, residue and remainder of my estate, both real and personal, I give, devise and bequeath to my Trustee hereinafter named, in trust as follows:

- (a) To establish a fund to be called 'The Mary E. Carr Nepton Scholarship Fund of the Town of Duxbury'.
- (b) The said fund to be held by the Town Treasurer of Duxbury, Massachusetts, as a trust fund, the net income therefrom to be used from time to time for the payment of a part or all of the tuition of needy male students at a recognized college or other institution of higher learning."

### **MOLLY HOPKINS TAFT LIBRARY SERVICE SCHOLARSHIP AWARD**

"To provide a living memorial and at the same time to encourage academic excellence by Duxbury High School students, and especially those who are active in school library activities.

#### **Basis for Selection of Recipient:**

Academic excellence is required. If there is a Library Service Club, or equivalent student activity in assisting with the maintenance of library systems, selection should focus on a college-bound student who has participated in such activities. Demonstrated knowledge of library access procedures and unusual familiarity in the use of reference material could aid in selection in lieu of library service although library service is preferable. Performance, not "need" is to be prime consideration. Special consideration is to be given to a student who qualifies well in the two foregoing conditions and has been accepted by Wellesley College, Molly's alma mater.

In the event the student who is thought to most nearly meet the above described conditions elects to not accept this award it should be allowed to accumulate that year, since it is intended that the recipient be selected on academic excellence and library service or unusual facility with and knowledge of reference material accession. Also, in the unlikely event that there is no suitable candidate the fund should be allowed to accumulate.

The award is to be made to reach recipient only one time; it is intended for college expenses during the first year. In the event that the designate cannot attend a school of higher learning in the same calendar year in which the award was made -- for whatever reason--the amount awarded is to be held in the Fund for up to three years for that person's use when electing to go forward with his education. If not claimed by the end of the three-year period, the award is voided and amount of the award reverts unconditionally to the Fund.

If there is a direct descendent of Molly Hopkins Taft (Molly Malvina Taft) who wishes to participate in the selection of the recipient, that person will, after obtaining School Department recommendations, have the right to determine who will be selected for the award, since it is believed that such person is more likely to understand the intent of this Fund."

### **MYLES STANDISH HOMESITE FUND**

"Annual Meeting, Town of Duxbury 3/1/30 - Article 15 - Voted unanimously that the Town accept the homesite of Myles Standish at Standish Shore and send thanks to the Trustees of the Standish Monument Association.

Annual Meeting, Town of Duxbury 3/7/31 - Article 30 - Voted unanimously that the Town accept the gift of \$1,133.16 from the Standish Monument Association, the income from this amount to be used for the care of the lot at Standish Shore where the original Myles Standish house was located.

Annual Meeting, Town of Duxbury 3/12/60 - Article 21 - Voted to authorize the Town Treasurer to accept from time to time any and all money which may be donated to the Myles Standish Monument Fund."

### **NELSON T. SAUNDERS MEMORIAL TRUST**

Special Town Meeting held April 28, 1990, Article 9, moved and seconded that the Town vote to approve the establishment of the Nelson Saunders Memorial Trust Fund of which the principal and interest may be used for shellfish propagation and cultivation for the Town of Duxbury as approved by the Board of Selectmen on the advice of the Shellfish Advisory Committee.



#### **RICHMOND G. WIGHT FUND**

Annual Town Meeting held March 11, 1989, Article 36, moved and seconded that the Town accept a gift from the Estate of Richmond G. Wight and authorize the Board of Selectmen to establish procedures regarding the use of said gift in accord with the provision of the Will of Richmond G. Wight. "The gift to the Town of Duxbury is in trust, the income, current and accumulated, to be used in the discretion of the Selectmen or such other persons as may be designated by the Town to exercise such authority, for those proposed beneficial to the Town and its inhabitants for which adequate public funds are not available. Preference shall be given, but not limited, to uses related to the history of the Town, the preservation of historical places and buildings, and the encouragement of all forms of art and artistic appreciation and endeavor within the Town. Payment may be made to charitable organizations for such purposes."

#### **THOMAS D. HATHAWAY FUND**

"Income to be expended annually in the purchase, planting and replanting of shade and ornamental trees and shrubbery on and in the several Town ways and highways in said Town of Duxbury and in the care of the same, but should the Selectmen of said Town in any year or years think there was more money from said income than could be well expended for the foregoing purposes they may expend a portion of said income as shall seem to them expedient in improving the sidewalks in said Town of Duxbury."

#### **WESTON-THOMPSON FUND**

"To the Town of Duxbury, Massachusetts, the sum of Ten Thousand Dollars, to be held and administered by the Town Treasurer, with the advice and consultation of the Trustees of Trust Funds, as an endowment to be known as the "Weston-Thompson Fund". The income from said endowment shall be used to provide scholarships for graduates of Duxbury High School who wish to pursue their education in the vocations, such as, but not limited to, carpentry, plumbing, electrical work, auto mechanics, and electronic services, and who would, without financial assistance, be unable to advance in their chosen fields. The selection of the recipient or recipients of this award each year shall be made by the principal of Duxbury High School and the superintendent of the Duxbury school system."

#### **WILLIAM P. ELLISON CHARITABLE TRUST**

Special Town Meeting held March 11, 1984, Article 4, moved and seconded that the Town vote to accept a gift from the estate of William P. Ellison and authorize the Board of Selectmen to establish procedures and decide upon uses of said gift that are to be for exclusively public purposes. The Board of Selectmen voted March 27, 1989 to approve the use of the Ellison gift for lights at Chandler Field.

#### **WILLIAM PENN HARDING LIBRARY FUND**

"Income to be paid by the Town Treasurer to the trustees of the Public Library of said Town, sometimes called the 'Wright Memorial Library' to be expended by them in the month of May each year, in the purchase of recent books on Science, Art or Travel of a popular and instructive character, which books shall be placed in said library for general circulation. Said bequest shall be designated as 'William Penn Harding Library Fund' which designation shall be printed or written in all books so purchased when placed in said Library."



# General Government



Inside the French Atlantic Cable office, Washington Street.  
Photo taken by William Facey, the telegraph operator, circa 1900-1910

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Cable Advisory Committee

Duxbury Cultural Council

Fourth of July Committee

Information Services

Personnel Board

## Cable TV Advisory Committee

“Mission Accomplished!” With that remark the Board of Selectmen on May 12, 2012, dissolved the Cable TV Advisory Committee. The committee had brought cable TV competition to Duxbury. The town’s contracts with Verizon and Comcast extend to 2020. The committee also introduced a more professional management to the operation of Duxbury’s Public and Government channels with the signing of a multi-year contract with PACTV.

Essentially, a municipal cable TV advisory committee can only advise the Board of Selectmen on franchise licensing agreements and related contracts. Federal law limits municipal oversight of cable service provided by a traditional cable company or by the local phone company. The town has no jurisdiction over rates, channel lineup, or Internet service. Thus, once all licensing agreements and contracts were in place, the committee’s reason for existence ceased.

I wish to thank all of those who served on the committee since its creation, particularly as they worked through the many years of what was quite often frustrating licensing negotiations. They can take pride in “Mission Accomplished!”

Respectfully submitted,  
William J. Kearney, Former Interim Chair

## Duxbury Cultural Council

The Duxbury Cultural Council is responsible for allocating the funds assigned to the town by the Massachusetts Cultural Council, a state agency. The Legislature provides an annual appropriation to the Massachusetts Cultural Council, which then allocates funds to each community. The local grants can support a variety of artistic projects and activities, including exhibits, festivals, field trips, short-term artist residencies or performances in schools, workshops and lectures

The Duxbury Cultural Council is part of a network of 329 Local Cultural Councils (LCC) in the Commonwealth. The LCC Program is the largest grassroots cultural funding network in the nation, supporting thousands of community-based projects in the arts, sciences and humanities every year.

This past year the Duxbury Cultural Council distributed \$3870 in grants. The funded projects include grants to Duxbury Council on Aging, Bay Players, Duxbury Free Library, Duxbury High School Theatre, Duxbury 375<sup>th</sup> Committee, David Murphy, the Art Complex Museum and the Duxbury Art Association. Also funds were awarded to the North River Arts Society, South Shore Art Center, South Shore Conservatory, Pilgrim Hall Museum, and the Plymouth Philharmonic. The Duxbury Camera Club was also awarded funding for their publication for the 375<sup>th</sup> celebration from the DCC’s own funds.

Respectfully submitted,

Barbara Kiley, Chair  
Helen Fowler, Secretary  
Mary Beth MacQuarrie, Treasurer  
Marcy Bravo, Rebecca Chin, Dr. Carol Langford, Anthony Pilla, Janet Ritch, Janet Schwartz, Larry Smith

## Fourth of July Committee

The Fourth of July Activities Committee once again planned a successful weekend of activities that included the Beach Party and 4<sup>th</sup> of July Parade. The committee also promoted the 4<sup>th</sup> of July Road Race, which the Duxbury Education Foundation took over in 2010; the South Shore Bay Band Concert, which takes place in front of the High School during the holiday weekend; and the Cornerstone Lodge's 4<sup>th</sup> of July Breakfast, which has become a traditional event.

The Committee spent a little over \$40,000 for both the beach party and the parade. We had approximately \$28,000 available in the Margery Parcher Fund (boosted by an unexpected one-time donation of \$10,000 in 2011) and \$10,000 from the appropriation at the 2011 annual town meeting. The committee worked tirelessly for several months to raise additional funds to cover our expenses and leave a healthy balance for next year. Our annual appeal letter for donations to the Margery Parcher Fund went out to all residents early in May. Thanks to some very generous donors, including local businesses that placed ads in our parade booklet, by the end of the fiscal year (June 30), we received enough contributions to cover our expenses and leave approximately \$24,000 in the Margery Parcher Fund to begin planning next year's events.

This year the committee selected as its parade theme, "Around Town for 375 Years," in keeping with the town's 375<sup>th</sup> celebration. We had some excellent floats, good marching bands, and two groups of horses. The committee elected Patrick Browne, Executive Director of the Duxbury Rural & Historical Society, and his colleagues Alison Arnold (Assistant Director) and Carolyn Ravenscroft (Archivist) as parade marshals in honor of the Historical Society's outstanding efforts over many decades to preserve the historic character of Duxbury.

The annual beach party was once again a huge success, although this year because of extremely high tides before the 4<sup>th</sup>, the beach party took place on Saturday, July 7. Two bands, the Duxbury High School Idol, Benjamin the Circus Clown, a great bonfire topped with a 375<sup>th</sup> birthday cake, and perfect weather all made for a wonderful celebration.

Many people helped the committee during the parade and beach party, from parade judges and parade monitors to a loyal group of volunteers who built the bonfire. We thank the DPW workers at the Transfer Station who collected the pallets for the bonfire. We thank the truck owners and drivers who pulled floats. We thank Mass Hauling for again donating the dumpster for the beach party and a huge trailer for the high school jazz band. We thank the volunteers from the Medical Reserve Corps who positioned themselves along the parade route to treat dehydrated parade participants. Finally, we thank the police, fire, harbormaster, and DPW departments for their assistance.

Respectfully submitted,  
Katy Gaenicke & Rich Potash, Co-Chairs

Committee Members: Rich Potash, Katy Gaenicke, Don and Nancy Reed, Dave and Linda Robinson, Amy and Brian Hill, Janet Ritch, Jeff Goldman, Jamie MacNab, Bill and Maggie Kearney, Sue Lawrence, Barbara Munsey, Joan Edgar, Terri Woodward, Stu Ruggles, and Janet Leech.



## Information Services

As we close out Fiscal Year 2012, fiscal planning for Fiscal Year 2013 has begun in earnest. The work that began and ended in Fiscal Year 2012 will be the cornerstone for planning the next 5 years. Even though the past years have been economically troubled times, we continue to move ahead, despite the obstacles in the road.

While Fiscal Year 2011 was the year that the Town's IT infrastructure was gathered and compiled for analysis, Fiscal Year 2012 was the year that the data was pulled apart, hashed, pounded and ultimately formed into a remarkable document which sets the direction and goals of the Town's IT infrastructure for the next 5 years.

The effort that went into reviewing the results of the IT Technical Study demonstrated a tremendous commitment to providing all of Duxbury with the services that are well deserved by both residents and employees. Among those who gave generously to this task, were John Madden, Financial Director and Richard MacDonald, Town Manager. They did so to ensure that the outcome would result in the most cost effective and prudent distribution of the use of town resources. The information was reviewed by many dedicated public servants along the way to Annual Town Meeting, where Phase 1 or Year 1 of the plan met with approval of the citizens of Duxbury.

While the IT Technology Master Plan was making its way to Annual Town Meeting, business needs marched onward. Information Services continued to make strides at providing the type of hardware, software and networking that effectively serves the departments throughout the town, while acknowledging the need to future goals identified in the IT Technology Master Plan.

I wish to thank everyone for allowing me to contribute, through the IT infrastructure, to the well being of your departments and organizations. It is an honor and a privilege to serve.

Respectfully submitted,  
Mary E. MacQuarrie, IS Administrator

## Personnel Board

The Board meets on a regular basis with the Human Resources Officer to support the Town Manager, supervisors and employees covered by the Personnel Plan. The Board also discusses and reviews matters related to human resources.

In partnership with the Human Resources Officer the Board reviewed salary benchmarking results for a variety of positions including; on-call Firefighter, Director of Municipal Services, Fire Administrative Assistant, Police Prosecution Assistant, Animal Control Officer, Assistant Harbormaster, per diem Dispatcher and Special Police Officer. The Board supported the creation of a Deputy Police Chief position and recommended that it be a grade 8 in the Personnel Plan. The related Home Rule Petition removing the position of Deputy Police Chief from Civil Service was also supported by the Board.

The Board worked with representatives from the Building Committee, Fiscal Advisory and the Board of Selectmen to review benchmark information with regard to job duties and salary for the Facilities Manager position. The Board assisted in the design of the Facilities Manager job description and determined that this position should be a grade 8 in the Personnel Plan.

The Board will continue to work with the Human Resources Officer to review and update the Personnel Plan, as well as consider and benchmark Personnel Plan positions, and present findings to Board of Selectmen and Finance Committee as necessary.

Respectfully submitted,  
Elizabeth Hartford, Rob Molla, Sandy Salmela, Anita Stiles and Wayne Heward-Chair

# Health & Human Services



Grand Army of the Republic members (Civil War Vets) and the Sons of Veterans  
Mayflower Cemetery, circa 1908

Affordable Housing Trust  
Council on Aging  
King Caesar Advisory Committee  
Local Housing Partnership  
Municipal Commission on Disability  
Veterans' Services



## Duxbury Affordable Housing Trust

The last of the 2011 lottery participants closed on a home in the spring of 2012. Those properties are now perpetually deed restricted. The Duxbury Affordable Housing Trust (DAHT) interviewed three prospective lottery agents to conduct a second lottery of the Purchase Assistance Program. The DAHT unanimously voted to contract with SEB Consultants. The new lottery will commence in the fall of 2012 with SEB Consultants.

Members:

Brendan Keohan, Chair

Shawn Dahlen, Cindy Ladd Fiorini (until 2012), Linda Garrity (as of Jan 2012), Martha Himes, Laura Schaefer, Diane Bartlett, *ex-officio*

## Council on Aging

Every day there is lively chatter in the lobby, adults building muscles in strength training classes, gaining flexibility in yoga, connecting with family and friends with computer classes; tracking their history with the genealogy group, playing games, watching movies, having lunch, helping others...staying engaged. That's what the Duxbury Senior Center is all about!

During the last year, we ...

- Offered 2,308 programs and activities
- Presented 26 Lifelong Learning classes
- Organized 16 Steppin' Out Programs
- Offered 17 Supper Clubs and 5 Cultural Trips
- Served 5,367 meals in Café Ellison
- Delivered 4,025 meals to the homebound of the community
- Provided 4,876 rides to sustain seniors' independence
- Provided 2,269 rides to medical appointments on SADIE 2; 293 rides were provided by volunteers and the GATRA Medical bus provided 24 rides to Boston doctor appointments
- Made space available for 419 community meetings and private rentals
- Offered 104 days of respite to caregivers with loved ones with Alzheimer's disease
- Appreciated our 246 volunteers' gift of 21,395 hours of service. *Using the Independentsector.org dollar value of \$21.37 per hour, the gift of time is valued at \$466,197.00*

Last year we commemorated our 10 Year Anniversary with a month of special activities. The Board, Friends, Staff and senior community all got involved! We began the festivities with a luncheon for all those who made the senior center a reality 10 years ago; then offered a genealogy marathon with guest speakers from the Mass State Archives; enjoyed an evening Murder Mystery Dinner event; organized a fun run and community barbeque and finally at the end of the month we hosted a dinner theatre event which raised funds for the Alzheimer's Association.

In October, 183 adults from 16 communities on the South Shore enrolled in one of the 12 courses offered through our lifelong learning program. Evaluations from the program noted that participants "knew more about the subject, met new friends and had started doing 'homework' outside of class to learn more!"

Over the Thanksgiving weekend, we organized the Annual Artisan Fair and Bake Sale in partnership with the Duxbury Business Association and Holly Days, a community event to "shop local" and kick off the Holiday Season.

In January, the Board and the Friends hosted the 2<sup>nd</sup> annual Black Tie Bingo event which raised over \$10,000 which was given to the Interfaith Council to help the community stay warm last winter.



In February, 208 adults came out in the cold to partake in the winter semester of the lifelong learning program. 14 courses were offered in the areas of music, art, literature, history, and current events. Once again the evaluations were outstanding! Participants said, they “benefited from the intellectual stimulation, gained knowledge in specific subject areas and benefited from the social interaction with peers and classmates.”

During the spring, we hosted a three part educational series about Family Dynamics. To attract the baby-boomer population, we welcomed Ruth Nemzoff, *Ed. D.* on two occasions to cover the topics: Flying the Coop: Establishing Rewarding Relationships with Your Adult Child and The Nest Fills Up Again. The third and final presentation was Sharing the Nest Again: Becoming the Caregiver for your Aging Parent led by Kate Granigan, LICSW, C-ASWCM.

Thanks to an Incentive Grant from the Executive Office of Elder Affairs, we partnered with the Plymouth, Kingston and Marshfield Council on Aging and offered “Live Your Life Well” Program, an interactive forum that detailed the 10 tenets of resiliency and healthy living.

And finally in June, Donna Ciappina, Outreach Manager was awarded Program Certification from the MCOA, and Joanne Moore was named Director of the Year.

Respectfully submitted:  
Pamela Campbell Smith, Board Chair

Anne Antonellis, Vice Chair, Paul Brogna, Marcy Bravo, Carol Chapman, Secretary, Shelley Beeby, Harry Katz, John Mattes, Peter Muncey, Jr., Marilyn Murphy, Matthew Walsh, Richard Whitney, Shirley McMahon-Oktay, Corinne Poore, Terri Scott, and Rev. Elizabeth Stevens

## King Caesar Advisory Committee

The King Caesar Trust Fund was established by the terms of the will of William Bradford Weston in 1916. The Fund provides financial assistance to help to pay the medical and dental expenses of financially-needy Duxbury residents.

While the Board of Selectmen has fiscal authority for the King Caesar Trust Fund, they rely on the King Caesar Advisory Committee (KCAC) to review client cases and make recommendations. By vetting cases before they are brought to the Board of Selectmen, the KCAC can often find other resources and/or make referrals to other agencies.

For many years the King Caesar Advisory Committee has been quietly going about its work and assisting with the administration of the King Caesar Trust Fund. In recent years, however, the KCAC has tried to get the word out about the King Caesar Fund to help those in need and has done more outreach to local providers to get them to partner with the Fund in assisting those in need. The King Caesar Advisory Committee would like to take this opportunity to recognize the following providers, who have partnered with us by providing services, often at a substantial discount, to Duxbury residents in need:

Ross S. Ajemian, DDS (Plymouth)  
Bravman, Langston & Associates / John R. Langston, D.D.S., M.S. (Bourne)  
Center for Progressive Dentistry / Joseph Santelli, DDS  
Leo W. Donovan, O.D. (Marshfield)  
Duxbury Fitness, LLC (Duxbury) / Vicki Carvalho CPT  
Charles J. Garzik, D.M.D., D.S.C.D (Norwell)  
Pembroke Eye & Ear Care Center (Pembroke)  
Peter S. Kulka, DDS (Hanover)

Lane Oral & Maxillofacial Surgery, PC (Plymouth)  
Siobhan M. Sheehan, DDS, MS (Duxbury)  
Tura's Pharmacy, Inc. (Kingston)  
Unident Dental Center (Hanover)  
Wiemeyer Dentistry, P.C. (Duxbury)

To the more fortunate members of the Duxbury community, the KCAC encourages you to follow the example of William Bradford Weston and to make a donation payable to the "King Caesar Fund" (c/o the Selectmen's office) to assure the solvency of the Fund to aid future generations.

Respectfully submitted,  
Diane Barker, R.N., Chair; Rev. Catherine Cullen; Carol Langford, M.D;  
Judith Hatch, R.N., King Caesar Fund Intake Case Worker  
C. Anne Murray, Staff Liaison to the King Caesar Advisory Committee

## Local Housing Partnership

The Local Housing Partnership has spent the better part of this year working on the Grange/Fire Station project. We have hired a housing Consultant to work with us on the final plans and cost analysis to determine whether it was feasible to rehabilitate the Grange vs. tearing the Grange down. It now appears we will be forced to take the Grange down in order to keep the costs reasonable and rebuild, keeping the look of the Grange as an important part of the rebuild plans.

We have had several developers before us this year, two affordable proposals on South Street and a 40B development proposed for Bow Street. As of this writing, none appear to be moving forward.

We expect to bring an article to Town Meeting to roll the Local Housing Partnership into the Housing Trust to make moving affordable housing forward in a much more efficient and cost effective manner in the future.

The Local Housing Partnership expects to be in the building phase for both the Camp Wing Project and the Grange/Fire Station within the next year.

We would like to thank the Richard MacDonald, Town Manager, Inspectional Service Director, Scott Lambiase and Town Planner, Tom Broadrick for their continued support and assistance.

Respectfully submitted for the Committee,  
Diane Bartlett, Chair

Committee Members: Bruce, Bygate, Denece McCann Clinton, Shawn Dahlen, Barbara Kelley, Brendan Keohan, Leslie Lawrence, Brian Murphy, John Todd, George Wadsworth and Matthew Walsh



Camp Wing Condominium Project

## Municipal Commission on Disabilities

In September, members met with Tony Kelso, Director of the PAC, to discuss a wheelchair lift proposal for the orchestra pit area in front of and beneath the stage. The proposal would first be presented to the school committee.

In October, Debby Smith, from the Perkins Braille and Talking Book Library, spoke to attendees regarding the services and programs offered by the library for the visually impaired. Materials from the event were distributed to the Senior Center.

In March, the MCOD worked with the Recreation Department, RIDE PHAT (Protect Your Head at All Times), the Department of Public Health, and the Brain Injury Association of Massachusetts (BIAMA) to present a forum on Youth Sports Concussions. Anu Mehta from BIAMA spoke about the incidence, signs and symptoms of concussions. Parents of students who had sustained concussions spoke of the difficulties their children were experiencing or had experienced. Tim McPhillips, Duxbury HS Athletic Trainer, discussed ImPact testing and how it was being used in the schools in pre- and post-testing for student athletes. Materials and information about concussions and ImPact testing were made available to attendees.

In May, Mary Patstone from the Adaptive Sports Program of Spaulding Hospital Network presented a discussion on *Leading an Active Life through Adaptive Sports*. She spoke about the wide variety of land and water based adaptive sporting activities that Spaulding offers at their Centers, including kayaking, water skiing, windsurfing, tennis, and golf. At these Centers, participants living with disabilities learn new life skills, make new friends and enjoy themselves as they rebuild their strength, and gain a sense of independence and self-confidence. Adaptive equipment was shown and demonstrated as well.

Access issues for the new school were discussed this year. Items to be reviewed will be ramps, elevators to upper levels, and special needs parking. It appears, at this point in the design process, that parking and access have been addressed. Program development needs to be completed in order to determine the space needed for those programs. The funding from the state has been approved and the COD will have an opportunity to review the plans at its September meeting.

The MCOD consulted with the Highway Department Committee regarding handicapped parking and better handicapped parking signage at the Foodies' shopping area. At the June meeting, members of the MCOD voted to pay for one of the automatic door openers for the rest rooms at the Senior Center at a cost of \$2477.00

Respectfully submitted:

*Co-Chairs:* Linda Garrity, Jerry Nightingale

*Members:* Patty Cristoforo, Patricia Randall, Rei Kock, Marcia Solberg



## Veterans' Services

The Duxbury Office of Veterans' Services continues to serve Veterans, their spouses and/or dependents by counseling, advising, and assisting in procuring Federal and State benefits or entitlements for which they may be eligible. On the State and Local levels, we seek benefits for financial assistance; medical treatments; fuel assistance; tax abatements; housing; employment and counseling to those that are qualified under MGL: Chapter 115. The program is 75% reimbursable back to Duxbury.

The process may require appointments at the office or the client's home, or the JFK building in Boston, and at VA Hospitals, in order to verify and justify eligibility. An investigation of assets or other sources of income is performed to seek alternative sources such as Social Security, Social Security disability, and VA pensions for which the Veteran and/or spouse and dependents may be eligible. This investigation helps limit the financial exposure to the Town and the State. The Federal Government does not automatically grant benefits to Veterans. Veterans must apply for benefits. The Veterans' Service Officer also visits hospitalized Veterans and those in nursing homes and eldercare facilities.

Our department also provides assistance in obtaining federal benefits such as service-connected disabilities, non-service pensions, enrollment in the VA Healthcare System and educational benefits. We provide Veterans and dependents assistance in obtaining military records, replacement of medals and ordering grave markers. The office supports town activities such as Memorial Day and Veterans Day.

The needs are growing very fast in today's post-Iraq conflict and continue in Afghanistan with Veterans arriving home to a very poor economy and needing transitional benefits such as employment training, job search, medical care and housing assistance. For the past year we have seen an increase of over 50% for Veterans who have applied and who have been approved for Chapter 115 benefits.

Our office is located in the Senior Center off Mayflower Street. It has discreet and excellent ground-level and elevator access for older or handicapped Veterans, their spouses and dependents.

Respectfully submitted,

Michael J. Thorp  
Veterans' Service Officer, Duxbury

# Land Use & Resource Preservation



Bay Farm, circa 1910

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Agricultural Commission  
Alternative Energy Committee  
Community Preservation Committee  
Conservation Commission  
Duxbury Bay Management Commission  
Historical Commission  
Open Space Committee  
Planning Board  
Sidewalk & Bike Path Committee  
Town Building Committee  
Town Historian

## Agricultural Commission

The Agricultural Commission continues work on options for open spaces available for possible multiple uses.

The Commission is also in the process of developing informational brochures for distribution to residents and other interested individuals.

Respectfully submitted  
Jeffrey Chandler, Chairman

## Alternative Energy Committee

The Duxbury Alternative Energy Committee consists of eleven appointed members. They are:

Jim Goldenberg, (Chair) Andre Martecchini, Leslie Lawrence, Lynn Smith, John Doherty, Josh Cutler, Donald Greenbaum, Tom Burton, Sandy Von Stackelberg, Cliff Bockard and Susan Fontaine . (Ted Flynn -Selectmen's Liaison) Meetings are joined occasionally by Tom Broadrick, Duxbury Town Planner. This year one new member, Susan Fontaine, joined the committee. Susan filled the spot vacated by the resignation of member John Murdock. Jim Goldenberg remained committee chair.

Much of the committee's focus this year was on several renewable energy initiatives including:

### Transfer Station Solar Array

In the fall of 2011, a Request For Qualification was issued to solicit interest from qualified solar developers to build a solar array on the capped landfill adjacent to the transfer station. Four developers responded to the RFQ and the town chose American Capital Partners (ACE) as the designated developer for the array. A contract was then negotiated and executed and ACE is in the process of gaining necessary approvals to develop the 500 kW array. ACE will own and operate the array and the town will receive discounted electricity credits.

### Net Metering Credit Purchase Agreements

In addition to the Transfer Station Solar Array project, the committee also solicited interest from solar developers to enter into Net Metering Credit Purchase Agreements with the town which would allow Duxbury to receive discounted electricity credits from developers with projects in other towns. Duxbury executed an agreement with Pegasus Renewable Energy Partners for a 1 MW project that they are developing in Acushnet MA. A contract is also being negotiated with Nexamp for a 2.5 MW project they intend to develop in Dartmouth MA.

### Wind Turbine Development Project:

The Committee started the year with a meeting specifically advertised to the public to have Sustainable Energy Development (SED), the consultant hired to perform a wind turbine development feasibility study, present a status update on the study. The presentation identified the North Hill golf course location as the primary focus of the study. Concerns about flicker, noise, aesthetics etc. were expressed by the public. The final study was presented in the fall. Concerns continued to be expressed by an organized group of neighbors called Duxbury Wind Wise. The AEC initially submitted an article for the March 2012 town meeting that would request funds for additional studies. In January, after determining that the solar agreements available to the town would save the town more money than the wind project, the committee decided to withdraw the article and table the wind project. Given the continued level of concern and interest in the possibility of future wind development in Duxbury, the committee, in conjunction with Duxbury Wind Wise, made a recommendation to the selectmen to form a Wind Advisory Committee. The purpose of the committee is to research and inform the community on the various considerations of wind turbine development.



During the year, meetings were held at least once a month during which presentations were made by various renewable energy consultants, solar developers and other experts on methods of developing and financing alternative energy projects. Committee members also attended multiple meetings during the year with Selectman and various town officials to keep them abreast of our activities and efforts to make Duxbury a more energy efficient, "green community".

In addition to the renewable energy projects mentioned above, the committee worked on several other initiatives. The committee researched the Stretch Code Green Community criteria and organized a public presentation on the topic by the Mass Department of Energy Resources. Mark Moriarty of Duxbury Energy made a presentation on Mass energy regulations and Charles Houseman of Veridian presented his company's green energy products.

The Committee's focus for the upcoming year will include continuing to explore the opportunity for Duxbury to become a Green Community and investigating educational outreach opportunities with our various activities. In addition, the committee will continue to explore furthering the town's utilization of renewable energy technologies including rooftop solar for the new school project, and make recommendations to the Selectmen as applicable opportunities arise.

Respectfully submitted,  
Jim Goldenberg, Chairman

## Community Preservation Committee

### Fiscal Year 2012 Activities

The Community Preservation Committee (CPC), which is responsible for administering the Community Preservation Act in Duxbury, held 23 meetings during Fiscal Year 2012. During that time the committee monitored projects that were approved for funding at previous town meetings and reviewed funding requests for consideration by the 2012 Annual Town Meeting.

The Town took ownership of the Blairhaven waterfront property (4.7 acres) adjacent to Howlands Landing in July, 2011 and the Koplovsky property, known as Black Friar Swamp (27.6 acres) off Summer Street in September 2011, preserving approximately 32 acres of open space for the enjoyment of Duxbury residents.

Another project completed this year was the first phase of Crossroads for Kids, Inc. historic restoration of the Isaac Keene Barn (c.1870).

### 2012 Annual Town Meeting Articles

At the 2012 Annual Town Meeting in March voters approved the FY 2013 CPC operating budget of \$80,500 and the 10% allocation of the purposes of Open Space, Community Housing and Historic Preservation in the sum of \$503,127 or \$167,709 for each purpose. Funds not expended in the CPC operating budget in the amount of \$53,293 were returned to the Town's CPA General Fund at the end of the fiscal year.

At the October 15, 2011 deadline, the Community Preservation Committee received nine requests for funding. After a full review process the committee recommended seven projects be brought forth to Town Meeting voters for consideration. One article was defeated by the voters (Article 32) and another article (Article 33) was indefinitely postponed.

Article 31 was approved by the voters for an appropriation of \$20,000 to hire a housing consultant to assist the Local Housing Partnership to update the town's Housing Planned Production Plan and to complete the Federal Home Loan Bank application, which is a necessary step for the development of the Temple Street housing project.

The voters approved Article 34 for an appropriation of \$15,290. This funding is to be used for the historic restoration of the entrance to the Duxbury Free Library, the former Duxbury High School built in 1926.

Article 35 was approved by the voters for \$100,000. This project provides 50% of the funding for the historic restoration of an 18<sup>th</sup> century barn located on the property of the municipal (or town-owned) North Hill golf course.

Article 36 was approved for an appropriation of \$7,600 for a ground penetrating radar study and analysis of the first meetinghouse site at the Chestnut Street burial ground.

Article 37 was approved for \$37,500 for the historic reconstruction of the chimneys at the Nathaniel Winsor, Jr. house, owned by the Duxbury Rural and Historic Society, on Washington Street.

Another article that was sponsored by the CPC and approved by the voters was Article 38. This article asked voters to adopt MGL Chapter 44B, section 3 (e)(3) which would allow the first \$100,000 of the assessed value of residential parcels be exempt from the Community Preservation Act surcharge. This exemption would offset the increase in CPC surcharge due to the increase in property taxes driven by public construction projects, and would have a larger percentage impact on lower assessed properties. Total local receipts for the fiscal year were \$1.27 million, and the state match was \$61 thousand, or about 30%.

Once again, the Community Preservation Committee would like to express its appreciation to the many groups and individuals who make this a successful program.

Respectfully submitted,

John Bear, Chairman

Brendan Keohan, Pat Loring, Vice Chair, Holly Morris, Sarianna Seewald, Tony Kelso, Norman Tucker

## Conservation Commission

One role of the Duxbury Conservation Commission is to administer the Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, s 40 and the Town of Duxbury Wetlands Protection Bylaw. The purpose is to protect wetland resource areas and adjoining land areas by controlling activities deemed likely to have a significant or cumulative adverse effect upon the resource area values. Wetland values protected by our local bylaw are public or private water supply; groundwater; flood control; erosion and sedimentation control; storm damage prevention, including coastal storm flowage; prevention of water pollution; fisheries, shellfish, wildlife habitat, rare species habitat, recreation, agriculture, aquaculture and aesthetics.

Another role of the Commission is open space land acquisition and land management. In September the Conservation Commission became the owner of a parcel of land on Summer St. This 29 acre piece (known as Black Friar Swamp) was sold to the Town by Edward Koplovsky, a local cranberry farmer. Besides preserving the rural viewscape of Duxbury, this property links to other conservation areas and provides another place for residents to walk and enjoy nature. This purchase brings the total acreage of the Commission holdings to 2,617.76 acres. Town Meeting also approved the transfer of 64.7 acres of land taken for back taxes to the Conservation Commission. When this transfer is complete at the Registry of Deeds, we will own 2,682.46 acres of land.

Max Mello and Tyler Genereux worked again this year as conservation interns. Their duties included regular land maintenance activities on town owned conservation land. They also constructed a new 1-1/2 mile section of the Bay Circuit Trail in Duxbury. This long distance regional trail connecting Duxbury to Ipswich was relocated to join a new section in Pembroke. Steve Donovan also worked for the commission. He guided work on the new Bay Circuit Trail and constructed a new walking trail at Camp Wing Conservation Area. Mickey



McGonagle operated the weed harvester as a volunteer on Island Creek Pond this summer. The weed harvest is invaluable to the health of the pond.

Another successful Christmas tree sale season took place at the Jaycox Tree Farm on December 3 and 4. A total of 203 trees were sold. Duxbury received another grant from the State of Massachusetts to develop a forest stewardship plan for Ashdod Forest. The plan will guide land management on this parcel.

The Massachusetts Office of Coastal Zone Management awarded the Conservation Commission \$121,386 to construct BMP's in the Bay Road drainage system to further eliminate pollution sources from the roadway. The work is a continuing effort to identify and reduce pollution from entering into the Nook area of Kingston Bay. The hope is to end swimming beach closures and to open additional shellfish beds for harvest. We are proud to say that this was the ninth such grant award to the Town of Duxbury totaling over \$850,000 to reduce pollution entering the bay. This work could not be accomplished without the help and additional funding from the Duxbury Department of Public Works.



Osprey Nest

Duffy, and Bruce O'Neil from the Department of Public Works for their valuable assistance in maintaining the conservation areas in Duxbury.

Respectfully submitted,

Joseph Messina, Chairman

Thomas Gill III, Vice-Chairman, Samuel Butcher, Dianne Hearn, Barbara Kelley, Holly Morris, Corey Wisneski

The osprey restoration project continues to be successful. With the help of Vincent Zollo and Norman Smith from the Trailside Museum, a total of 29 chicks were banded on 14 poles between Quincy and Plymouth; 7 chicks were born in Duxbury. Since 1990 when the program began, over 20 nesting poles have been built and 281 chicks have been banded on the South Shore.

Dianne Hearn, Holly Morris, and Corey Wisneski were reappointed to the Conservation Commission for an additional three years. They continue to dedicate volunteer time to conservation efforts in Duxbury.

The Conservation Commission wishes to thank the DPW Director Peter Buttkus, Ed Vickers, Jim Savonen, Bruce

## Duxbury Bay Management Commission

The Duxbury Bay Management Commission (DBMC) consists of nine members appointed by the BOS and serving three year staggered terms. Members must have an interest in the Bay, including but not limited to aquaculture, boating, commercial and not-for-profit waterfront users, ecology, shellfish and finfish or have experience that enhances the diversity of the Commission. The Commission is not a regulatory body, but instead serves in an advisory role for the BOS and to other Bay related committees and groups.

**Mission:** to implement and maintain a management plan that will enhance and preserve the ecological health, pristine waters, and natural beauty of Duxbury Bay for future generations while sustaining harmony among all its uses.



**Powers and duties:** Evaluate and review any proposed change in Bay use and access, inclusive of structures, and all Bay related issues requiring the action of the Board of Selectman (BOS), Duxbury Conservation Commission (DCC), Zoning Board of Appeals (ZBA), Planning Board (PB), Harbormasters Office and Board of Health (BOH) involving Coastal Resource Areas as defined in M.G.L. c.131 S40 and the Town of Duxbury Wetlands Bylaw (Chapter 9 General By-Laws of the Town of Duxbury).

**FY2012 activities:** The Commission's principal activities during FY2012 were as follows:

- Continued work on update of the 2005 Bay Management Plan.
- Completed new suggested guidelines for dinghy storage and identification.
- Considered and finalized recommendations for Best Practices regarding operation of SeaLegs amphibious vessels in Duxbury waters
- Continued work on surveying existing Ways to the Water and establishment of maintenance and identification guidelines.
- Provided comments on a variety of projects with the potential to affect the bay.
- Continued efforts with Corps of Engineers and other bay stakeholders in connection with maintenance dredging.



**Aerial view of Duxbury Bay**

The Commission meets on the second Thursday of each month. Meetings are at the Senior Center and begin at 7:00 PM.

Respectfully submitted,  
Jon McGrath, Chair

Commission Members and officers as of 9/1/12

Skip Bennett, John Brawley-Clerk, Linda Brodie, Sam Davenport, Chuck Leonard, JR Kent, Mark Manganello, Joe Messina, Shawn Dahlen serves as the BOS liaison

## Open Space Committee

In 2012, the Board of Selectmen approved our request to change the name of this committee from the Open Space and Recreation Committee to the Open Space Committee. As the committee does not address recreation issues, it was felt that the change would better reflect the committee's purpose and mission.

The following are some of the accomplishments for fiscal year 2012:

- Paul Costello and Phil Tuck attended the Keystone Project Reunion in the Harvard Forest in Petersham, MA.
- On October 22, the Committee worked on the Keene Street site, which opened up the Old Mill so it can be seen from Temple Street.
- The Committee met with the 375th Anniversary Committee to discuss sponsoring a joint event in celebration of the Town's birthday. It was decided to join forces for the Open Space Committee's Annual Scavenger Hunt at the Myles Standish Monument Park in May. This has been and continues to be a great family event. Prizes and refreshment were provided.

- The Committee joined in with the Duxbury Litter Sweep on May 5th. Committee members worked at the various supply stations and checkpoints. Paul Costello was able to borrow 40 orange and lime vests from the MIAA for volunteers working the roads so they would be safe.
- Members, acting individually not at as committee, wanted to get involved in supporting the Conservation Protection Act after it was defeated at the March 2012 Town Meeting.

Meetings are held the third Tuesday of the month, September to June

Respectfully submitted;  
Paul F. Costello, Chairman

Members: Pat Loring; Lorrie Hall; Kathy Norcross; Brian Glennon, Planning Board Representative; Paul Keohane; Water Department Representative; Kathy Palmer; Phil Tuck and Jacques Pellitier.

## Planning Board



*Pictured (top row L-R): Scott Casagrande, Josh Cutler, Jennifer Turcotte;  
(front row L-R): John Bear, George Wadsworth, Brian Glennon, Cynthia Ladd-Fiorini*

The Duxbury Planning Board saw a fluctuation in applications filed during fiscal year 2012. There was a considerable downswing in the number of commercial project filings for Administrative Site Plan Review and yet two special permits were filed which have been few and far between recently. Two subdivisions were reviewed and a total of seven Approval Not Required plans were endorsed, mostly 50/50 swaps to change lot lines between residential properties.

The one site plan review was for a municipal project, the Police Headquarters which will be relocated from West Street to Mayflower Street adjacent to the transfer station. This Administrative Site Plan Review was approved by the Planning Board in December 2011 and construction is underway as the fiscal year closed.

It should be noted that in May 2012 the Planning Board held an informal site plan review of a new school building project which will result in the construction of a 322,500 square foot co-located middle school and high school building along with the construction of a new 17,865 square foot field house on the site of the existing high school. Both the existing middle school and high school will be demolished once the co-located facility is completed. This large municipal project was approved for \$120.5 million in funding at Special Town Meeting in October 2011, with an expected state reimbursement rate of forty percent. A groundbreaking ceremony took place in June 2012 with construction expected to be completed in 2014.



Two new subdivisions were reviewed by the Board during FY 2012. One was a preliminary Residential Conservation Cluster/Grid subdivision plan presented by Edward Koplovsky for a four-lot subdivision off Summer Street. Following guidelines outlined in the Zoning Bylaws, the Board determined that a Residential Conservation Cluster (RCC) subdivision would be an appropriate use of the land. A definitive RCC subdivision application was expected to be filed shortly after the fiscal year ended.

The other subdivision application was a result of land previously zoned in the Wetlands Protection Overlay District becoming available through Special Town Meeting approval of a landowner petition in October 2011. In June 2012 a Definitive Subdivision application was filed for two lots on Cape Verde Terrace by Ms. Doreen Driver. That application was undergoing review at the close of the fiscal year.

As usual, the Planning Board was an active participant in Annual Town Meeting 2012, holding public hearings for three articles. Residents at Town Meeting approved the adoption of new Flood Insurance Rate Maps published by the Federal Emergency Management Agency that incorporate the Town of Duxbury into a Plymouth County map. Those maps become effective in July 2012.

In response to preliminary siting research to locate a community-scale wind facility on the edge of the North Hill Golf Course near the Hounds Ditch Lane neighborhood, two citizen petitions were placed on the Town Meeting warrant that would limit height and setback of community-scale wind facilities. Both articles were indefinitely postponed at Town Meeting, and subsequently the Board of Selectmen appointed a Wind Advisory Committee to vet any issues with the current Community-Scale Wind Facilities bylaw.

Another ad hoc committee appointed by the Board of Selectmen in 2011, the Zoning Bylaw Review Committee, continues to review inconsistencies in the Zoning Bylaws with Scott Casagrande and George Wadsworth as Board representatives.

The Planning Board also sponsored an article approved at Town Meeting to join the Old Colony Planning Council beginning July 2012. The approach is to work with both regional planning agencies, the Old Colony Planning Council and the Metropolitan Area Planning Commission, for one year in order to determine which agency would best serve the residents of the Town of Duxbury.

During this past year the Planning Board saw the departure of long-time member and chairman Amy MacNab. Ms. MacNab served the Board for fourteen years with a high level of dedication and professionalism which was recognized with a proclamation by the Board of Selectmen on the Town Meeting floor.

At town elections in March 2012 Scott Casagrande was elected to a five-year term filling Ms. MacNab's expired term. At a subsequent meeting the Planning Board elected the following officers: George Wadsworth as Chairman, Brian Glennon as Vice-Chairman, and Cynthia Ladd Fiorini continuing as Clerk.

Board members continue to actively participate as Planning Board representatives on other local and regional committees and/or boards: Alternative Energy Committee, Community Preservation Committee, Economic Advisory Committee, Local Housing Partnership, Metropolitan Area Planning Commission – South Shore Coalition, Massachusetts Bay Transit Authority Advisory Board, the Open Space Committee, and the Zoning Bylaw Review Committee.

In addition to its primary work with the Planning Board, the Planning Department also serves as limited staff for the Economic Advisory Committee, Local Housing Partnership, Zoning Bylaw Review Committee, and Alternative Energy Committee.

Looking ahead to the coming fiscal year, the Planning Board will be utilizing U.S. census data released during this past year in order to recalculate a build-out analysis for an update to the town's 1999 Comprehensive Plan. This analysis will guide the town's focus toward the future and provide a basis for maintaining Duxbury's charming rural and historic character.



The Board would like to thank Thomas Broadrick, Planning Director, and Diane Grant, Administrative Assistant, for their support during the past fiscal year, and town residents for their continued participation and input. In the coming year, as always, the Planning Board looks forward to serving the best interests of the residents of the town of Duxbury.

Respectfully submitted,  
Planning Board members:  
George D. Wadsworth, Chair  
Brian E. Glennon, II, Vice-Chair  
Cynthia Ladd Fiorini, Clerk  
John P. Bear, Scott Casagrande, Josh Cutler, Jennifer Turcotte

## **Sidewalk & Bike Path Committee**

We meet the first Tuesday of every month at 7:30 p.m. at the Senior Center. Our agenda continues to be to expand and enhance the network of sidewalks and bike paths in Duxbury. We are under the belief that having more sidewalks and bike paths would promote safety, provide a mode of transportation that is environmentally-friendly, create a sense of community, connect people to town destinations, enhance commerce and add to the allure of our town.

Issues that we discussed during the year noted above were as follows:

The committee has continued the process of formulating its long-term goals/plans with a strategy focused on linking the hubs of Hall's Corner and the schools with safe paths. For proposed locations for sidewalk/bike paths, we considered and continue to consider the best location to build sidewalks/bike paths using the following criteria:

- Congestion – would it be beneficial for safety reasons and get frequent use
- Feasibility – would abutting property owners be receptive and would construction be reasonable
- Cost – would project be cost efficient and are funding sources available

Several locations have been discussed and the committee has targeted the following priority projects:

- Depot Street
- Alden Street

The committee had received permission for an article at Town Meeting for \$40,000 for design funds for the Depot Street project after going through multiple Finance Committee, Community Preservation Commission (CPC), and Selectman Meetings. However, a few days before Town Meeting the Town Counsel employed at the time issued an opinion that the project was ineligible for CPC funds, and the project was therefore withdrawn.

The committee is working with the town and considering the best way forward for both projects. The committee is researching all potential funding options for its priority projects.

The committee continues to welcome any and all citizens for their input and suggestions.

Respectfully submitted,  
Peter Sullivan, Chairman

## Town Building Committee

The Town Building Committee was appointed by the Town Manager to help in developing and overseeing, in consultation with the DPW Director, construction and maintenance work on our Town owned Buildings. The Committee members represent professionals with Engineering, Architectural and Construction backgrounds. In addition the DPW and Inspectional Services Directors are ex officio members.

This past year most of the Committee's meetings were taken up in developing the job requirements of Facilities Manager. We met with Facilities Managers in both the Public and private sectors to help further understand the job requirements and needs.

We then worked with our Human Resource Director and Personal Board to develop a draft job description. With the approval of the Town Manager an Article was presented to the March 2012 Annual Town Meeting to create and fund the position. The Article was adopted.

In addition to the above, various members of the Committee continue their work as members of the School and Public Safety building Committees. The projects are in various stages of completion. The next year will see the Committee work with the Town Manager, School Superintendant and others in finalizing the job description for a Facilities Manager for the Town of Duxbury. We hope to get it funded at the 2013 Special or Annual Town Meeting. This would be followed by the Town Manager setting up a Facilities Manager Search Committee to start the process of filling the position.

Respectfully Submitted by;

Frank Mangione, Chair

Paul Brogna, Lee Kennedy, Elizabeth Lewis, Andre Martecchini, Dennis Nolan, Adam Yanulis

## Town Historian

The office of Town Historian continues to be a sounding board for Duxbury town boards, town residents and organizations to investigate more about Duxbury's fascinating history.

A large debt of gratitude is due to the Duxbury Rural and Historical Society for everything they do in promoting and keeping Duxbury history alive. The Historical Commission and many local citizens are also torchbearers for local Duxbury history as different aspects of our shared history are explored.

Much of the previous year has been spent working with the wonderful and energetic 375<sup>th</sup> Committee in promoting all 375 years of history of Duxbury through various programs and events. It was the individuals on the committee, the people who were involved, and those who came to the various events that made this year truly historic.

That point is the lesson that I have taken away from this busy year as Town Historian. It is not just events, buildings or landscapes that are important historically. It is the people who create these in Duxbury that are the most interesting because they create history as they live. I know the citizens of Duxbury will long create and appreciate the history they live every day for at least another three hundred and seventy five years.

Respectfully submitted,

Tony Kelso

Town Historian

# Library & Schools



Partridge Academy, circa 1895

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## Duxbury Free Library School Superintendent

- *Chandler Elementary School*
- *Alden Elementary School*
- *Duxbury Middle School*
- *Duxbury High School*



## Duxbury Free Library

FY2012 kicked off with a wide array of summer activities, events and programs for both year round residents and summer visitors. The young adult group built a float and marched in the Duxbury Fourth of July parade along with past Director Elaine Winquist and new Director Carol Jankowski. The theme was American Classics, and young adult float won first prize in their division for a creative rendition of the famous children's book, *The Very Hungry Caterpillar* by Eric Carle. *Unlock the Mystery* was the theme for the summer reading program for children which attracted 617 eager readers. Westwinds Bookshop and the Library co-presented a number of summer author talks featuring the nationally recognized director and author John Sayles, as well as New York Times best-selling author Jennifer Haigh. In the fall, the Children's Department was transformed by the first ever *Great Library Pumpkin Patch* event. Children in grades K-6 decorated uncarved pumpkins that were then viewed by the public and voted on in a variety of categories.

The Library welcomed 189,616 visitors this year. Library staff circulated 250,059 items, most from across our circulation desk, but a small and increasing number of items, 3,310, were downloaded either to a reading or listening device. 41,306 items were lent to other libraries, and the library staff answered 7,829 reference questions. A destination library, 153 young adult programs, 238 children's programs and 109 adult programs were conducted with an overall impressive attendance of 10,550. An interesting collaboration with the Massachusetts Archaeological Society led to a standing room only program that allowed residents of all ages to bring in arrow heads, stones, and other found artifacts to be identified. During the school year, hundreds of students and tutors arrived at the library in the afternoon, often continually filling every seat, study room and computer station. While the afternoon activity is welcomed, the library staff makes strong efforts to insure full use of the facility and its resources for all residents during all operating hours. Several quiet zones have been established in the library.

The library completed year one of the new Long Range Plan. The action plan for FY12 included the formation of four staff led committees: Visual Impact, Website, Space Configuration and Marketing and Promotion. These committees met throughout the year, submitting valuable recommendations to improve and enhance current services and programs, as well as offering innovative strategies to address community needs, requests, and trends. Many action plan objectives were met including, patron access to email available on the Main Level of the library, presentation equipment installed in the Merry Room and National Gaming Day celebrated in November with activities for children and teens. The library exceeded its Ebook spending goal of 2% of the total adult print budget. Book group kits were assembled and now shared throughout the community and beyond. Analogous to *Hot Summer Reads*, the Fireside Reading Nook was established, offering staff selections to the delight of our reading patrons. The travel collection was reviewed for currency and scope, and our interactive language learning databases MANGO and LITTLE PIM were highlighted and promoted with the assistance of the Friends of the Library. Anticipating an increase in the use of eBook devices around the holidays, the Reference Department held staff training sessions, developed instructional handouts and a web page resource for residents. Ebook classes held after the holidays were filled to capacity, and many residents continue to request individualized assistance. The FY13 Action Plan, brimming with new objectives and activities is already formulated and ready for launch.

Ongoing program series included the monthly Poetry Circle, Sunday Salons and numerous author talks. Capturing the excitement of the young adults, monthly video gaming and anime programs were run under the supervision of the young adult librarian. The library also collaborated with the Duxbury Rural and Historical Society to celebrate Duxbury's 375<sup>th</sup> anniversary. A lecture and film series was planned, and implemented throughout the year in the Merry Room. Films were selected that represented various time periods in Duxbury's history. The library also supported efforts by residents Terri and Judy Vose to honor Duxbury's connection to the author of *Silent Spring*, Rachel Carson. Paperback copies of the book were made available to residents who later participated in a discussion of the book's impact on environmentalism. Also new this year was a mini-independent film series held in March. The last film, *Laughology*, launched Ellen Snoeyenbos' foray into becoming certified to instruct Laughter Yoga and she now offers bi-weekly sessions for a devoted group.

Volunteers continue to add extraordinary value to everyone's experience at the library. 79 volunteers provided over 1000 hours of wonderful, dedicated service to our staff and community; their contribution is counted on and enjoyed. Friday morning story times, unpacking new materials, shelving books, gathering items to send to other libraries and unique projects are among the tasks accomplished by our faithful friends. This year, volunteers have also assisted by making phone calls, copies, and front bar-coding books, now required by our new delivery system. In May, the staff honored our special volunteers at brunch with a *Hats off to Our Volunteers* theme, in the Merry Room. Each volunteer received a plant and a giclee print of the Children's department mural.

The Friends of the Library advocated for the library and demonstrated joyful efforts to raise money for and awareness of library services all year long. The annual membership appeal was more successful than ever, though new members and interested residents are always encouraged to join. President Cristin Mitchell led the devoted Board through many successful activities including MANGO DAY, held on January 25 to promote the interactive web based language service. The second successful mini- golf event, *Birdies for Books* was held on April 1. Mango Online Languages, Best Friends Books, and all summer activities for teens and children are funded by the FOL. This energetic group has also been present at adult author programs throughout the year, providing refreshments and assistance. The Friends of the Library contributed over \$20,000 to the library for the purchase of books, materials and programming enjoyed by residents of all ages. This supplemental funding is essential in meeting our state mandate for materials expenditures.

The Duxbury Free Library Incorporated Board is another critical supporter of library services in this community. For years, the INC Board has generously contributed a source of supplemental funding. Museum passes that are enjoyed by our residents are fully funded by this organization as well as other books and audio visual materials. Due to the extraordinary cost of eBooks, and the library's intent to stay relevant, an additional gift this year was presented to the library to expand this collection.



Duxbury Free Library Reading Room  
the Wright Building c 1907

The town election in March re-elected Laney Mutkoski and Paula Harris to the Board of Trustees. Paula was voted Trustee Chair at the re-organization meeting. The Board of Trustees continues to meet the second Tuesday of the month in the Setter Room at 8:00 AM and welcomes all interested residents to participate.

As the library's 15<sup>th</sup> anniversary in this building nears, significant maintenance issues continue to emerge in the physical plant. At the request of the Financial Officer, a Capital Plan was established. Fortunately, Town Meeting approved capital articles which provide funding for a study of the HVAC mechanical systems, waterproofing of the North Wall, and exterior trim painting to include the distinctive Cupola. The Community Preservation Committee also won approval to fund the

restoration and renovation of the Library's campus entrance. Future potential projects under review include a complete assessment of the brick and mortar for possible re-pointing, and roof replacement. Implementation of the results of the HVAC study will also be proposed. The library's mission mandates a welcoming environment; a well maintained building and grounds is imperative to sustain that mission.

Respectfully Submitted,  
Carol Jankowski, Library Director

Library Trustees  
Paula Harris, Chair, Lamont Healy, Brooke McDonough, Laney Mutkoski, Donna Ryan, Laura Sullivan





Tarkiln School, circa 1926



Millbrook School, circa 1900



Powder Point School, circa 1910

## School Superintendent

As we conclude another successful school year, I can't help but admire the depth of work and dedication from our students and staff. Our teachers and students have won numerous awards locally and statewide. These awards cover what I like to call, "Excellence in Academics, Athletics and the Arts."

There were numerous highlights to the year:

- Voters approved the funds for a new co-located middle and high school ensuring a fully functioning educational facility for generations.
- Full day kindergarten will be a reality next year.
- The Duxbury Music Program was designated as one of the top programs in the country.
- Duxbury High School was ranked in the top 1% of high schools in America.
- Duxbury athletic teams won state championships and sectional titles.

On the School Committee level, we have created a strategic plan that will guide us for the next three to five years. It is a dynamic document that portrays the "big picture." In addition, the entire School Committee policy manual was reviewed and updated to include the most timely topics and laws. Both were monumental tasks with input from all stakeholders.

Throughout the district we are supporting high academic expectations. Although we have received numerous accolades, we will continue to improve wherever possible. As education in the 21<sup>st</sup> Century continues to evolve, professional development remains a high priority.

As I have often said, none of this happens in a vacuum. We are blessed with motivated students, dedicated staff, involved parents and a supportive community.

Respectfully submitted,  
Dr. Ben Tantillo  
Superintendent of Schools



## Chandler Elementary School - Grades Kindergarten - 2

During the 2011-2012 school year, all Chandler students completed a happy and successful academic year. As a community early childhood school, we worked closely with 642 children and their families to meet the intellectual, social, emotional, and physical needs of your children. We continue to believe that strong self-esteem is key to a happy child and the beginning of a successful school experience.

### Student Achievement

- Over 60 Chandler students participated in the K-5 Science Fair, which was held in April and sponsored by the PTA and Battelle Laboratories.
- Over 200 Chandler students, preschool through grade two, participated in the PTA sponsored Super Reader Program and read their favorite book to the administrators.
- A large number of Chandler students' artwork was displayed at the annual Duxbury Public Schools Art Show.
- Chandler students broadened their understanding of different cultures, through their participation in Chinese New Year and Cinco de Mayo celebrations in the Chandler library.

### Enrichment Highlights

- Chandler teachers, Kindergarten through Grade 2, worked with Dr. Christopher Parker to improve instruction through data analysis and progress monitoring.
- All Chandler teachers participated in a two-day Reading Academy facilitated by Ideal Consulting Services.
- Several Chandler teachers participated in a year long training in PBIS (Positive Behavior Interventions and Supports) to develop and implement a School Wide Behavior System.
- Reading Specialists, Co-teaching Special Educators and classroom teachers participated in Project READ training to develop strategies to teach phonics and to improve comprehension.
- All teachers participated in Mimio interactive instructional technology.
- Kindergarten teachers worked with the Curriculum Supervisor and Administrators to develop a transition plan and curriculum plan for our first Full Day Kindergarten program.

### Ongoing Initiatives

- Over 200 Chandler Students participated in the PTA sponsored Super Reader program. All Chandler Students enjoyed the "Visit from Wally the Green Monster" as a kick off to Super Reader.
- All Chandler students participated in two PTA sponsored Science Enrichment programs: "Bubbleology" and "Science isn't Always Pretty."
- With the support of the PTA, all Chandler first and second graders had the opportunity to travel to the Duxbury PAC to enjoy a theater production of *Charlotte's Web*.
- Kindergarten students participated in a PTA sponsored Puppet Show and learned how to create puppets and use those puppets to tell a story.

### Community Initiatives

- Chandler students and their families continued to participate in the PTA sponsored Helping Hands initiative, learning to give back to the Duxbury Community as well as the wider community. Children donated books, made dolls for ill children, collected and sent supplies to our servicemen in Iraq and Afghanistan, and contributed to local food drives.
- Several Chandler students, families and staff members participated in the annual "Fitness Fair" to raise funds to support scholarships for Duxbury preschoolers, and to raise awareness about fitness for young students.

- Chandler staff faced-off against Alden staff in the first annual PTA sponsored basketball game in the fall of 2011.
- Several families participated in the Early Childhood Fair to familiarize young families with the various community preschools.
- We are grateful to the Chandler PTA for supporting our efforts in so many varied ways and for their continued hard work.

## Alden Elementary School - Grades 3 - 5

Throughout the 2011-2012 academic year, Alden School students, educators and families worked to demonstrate and celebrate R.E.S.P.E.C.T. (Responsibility, Effort, Spirit, Pride, Excellence, Cooperation, and Teamwork), as we taught one another about reading, writing, arithmetic, science, physical education, Spanish, art and music.

### Student Achievements

- Scores of Alden School students joined their counterparts from Chandler to participate in the K-5 Science Fair, which was held in April and sponsored by the two schools' PTAs and Battelle Laboratories.
- Dozens of Alden School students, along with students from Chandler, DMS and DHS, had their artwork on display in the district's spring art show.
- Students from Ms. Leighton's 5<sup>th</sup> Grade class made a presentation to the school committee about a project-based learning experience in which they had engaged under the guidance of Ms. Leighton, Ms. Biagini, and Ms. Easter Nelson.
- Dr. Swanson's 3rd Grade class performed an original musical, *Simple Machines*, for the full faculty and student body. (This was a treat, since simple machines are in the curriculum for all three grades.)

### Ongoing Initiatives

- Teachers worked with a consultant from the Bureau of Education & Research to learn new ways to differentiate learning experiences for our students.
- Classroom teachers, reading teachers, and special educators worked throughout the year with Dr. Chris Parker on tiered instruction and using assessment data to refine work with students (Response to Intervention), and participated in a two-day Reading Academy led by facilitators from Ideal Consulting Services.
- Our school's reading specialists, along with co-teaching classroom teachers and special educators, received training in Project Read's approach to teaching phonics and to enhancing students' reading comprehension.
- Faculty continued to work at investigating and experimenting with instructional technology and web-based resources for incorporation into students' learning.
- Teachers engaged in professional development activities in the use of Mimio interactive instructional technology in anticipation of our implementation of those tools in 2011-2012.

### Enrichment Highlights

- For the fourth year, students had the opportunity to participate in the PTA-sponsored "Battle of the Books."
- The PTA-sponsored "Passport Club" completed its third successful year, and the decision was made that the program would be interwoven, beginning in Fall 2012, into the Alden School library program.

- Grade 5 students competed against teams of adults from the community in the PTA-sponsored, *Are You Smarter than a Duxbury 5<sup>th</sup> Grader?*
- The Alden School PTA sponsored the author in residence program for the fifth consecutive year. In 2011-2012, Alden's author in residence was non-fiction writer Marfé Ferguson Delano.
- On the last day of the 2011- 2012 academic year, our students enjoyed a presentation by Dr. Jothy Rosenberg (of WhoSaysICant.org). Dr. Rosenberg shared with the students his own history as a cancer survivor and amputee who has not only learned to live with his challenges, but who has made it his business to prove to himself – and to all who face adversity – that the human spirit is indomitable.

### **Community Initiatives**

- Alden School students continue to give back to the community by participating in activities and contributing to initiatives sponsored by the PTA's *Reach Out* program.
- Numerous Alden School students participated in the Duxbury Education Foundation's annual spelling bee to help support an organization that has been so supportive of us.
- Perennial Alden School volunteer and retired Alden School teacher, Dianne Hearn was recognized at a town-wide banquet for her long service to our school.
- The Alden School faculty faced the Chandler School faculty in a PTA-sponsored basketball game in October 2011.
- Our PTA, which worked hard throughout the year to raise funds and to identify instructional needs with our faculty, funded the purchase of Mimio interactive technology to supplement what the school had purchased. As a result, every classroom in our school now has a Mimio bar (which makes whiteboards interactive) and a document camera that students and teachers can use to display texts and demonstrate procedures.

## **Duxbury Middle School - Grades 6 - 8**

DMS celebrated a fantastic and action-packed school year. DMS faculty remains committed to providing a rigorous and authentic learning environment. School traditions such as W.E.B., Nature's Classroom, beach research trips, and summer achievement assignments remain a staple. DMS is on-line with its course selection process and piloted the parent portal for access to students' records. Report cards and progress reports are distributed through the portal. Work on curriculum alignment continued.

### **Student Achievements**

- DMS continued its tradition of celebrating student achievement at its annual academic awards night where 32 students received the Hojlo Character award.
- Grade 8 students (27) were recognized for excellence within subject areas for Math, English, Science, World Language, Music, Art, Health, and Physical Education.
- Presidential Academic Fitness awards were given to 27 students. These students achieved high honors in all terms in their 3 years at DMS.
- One 7th grader earned perfect MCAS scores in both ELA and Math, 13 additional students received 280 in Math, and 4 received 280 in ELA.

### **Ongoing Initiatives**

- The community approved construction of the co-located DMS/DHS. DMS will work with all invested parties to ensure student safety while continuing our educational standards during each phase.
- DMS continued to expand their part in the x2 parent portal pilot as several more staff members opened their grade books for on-line parental viewing.



- DMS continued its technology curriculum integration. All staff continued to advance 21<sup>st</sup> century skills in the classroom.
- Teachers worked within teams to create opportunities for Project-Based Learning. An example of this is the 6<sup>th</sup> grade renewable energy unit, which included lessons from experts in our community.
- All 6<sup>th</sup> graders researched a scientist and completed the presentation using Glogster.
- DMS strives to communicate with our families and community through the website, x2, weekly newsletters, daily tweets, and articles in the *Clipper*.

### Staff Highlights

- DMS began the year with 4 Subject Supervisors (Math, Science, ELA and World Language), 6 new faculty members, and 2 staff members fulfilling different roles either within DMS or from other buildings in the district. All are dedicated to student achievement.
- DMS added an area dedicated to medically fragile students, the Express Program.
- DMS added an area dedicated to success for students who need additional supports, the Partnership Program.

### Enrichment Highlights

- The DMS School Improvement Club continued the recycling program.
- The DMS RAP club continued its support of the local food bank and collected coats for those in need.
- The DMS running club co-hosted the fourth annual DMS 5K.

### Community Initiatives

- DMS PTA hosted the second annual “Minute to Win It” evening.
- DMS PTA gifted DMS ten thousand dollars for technology advancement.
- Faculty volunteered and contributed to the DEF phone-a-thon fundraiser.
- Faculty and the Student Union continued to develop programs to support middle school aged children.

We will continue our focus on authentic learning as we imbed technology and project-based learning into student instruction. Proven best practices in education such as co-teaching and differentiated instruction will continue. The new student growth model continues to be a valuable tool for measuring student progress. We are delighted that a new middle school is in our future as we continue to support our current building reach its useful lifespan. As always, we look forward to building relationships with our community of learners.

## **Duxbury High School - Grades 9 - 12**

The high school has had another great year! Duxbury High School was nationally recognized for the quality of our academic and music programs. We completed much work with the architects to finalize the design of the new school building and developed a new traffic and parking plan for the campus. Our Advisory program continues to be a strong element of our school program. Based on student and faculty feedback, we have integrated more college/career planning sessions. We have completed our Self-Study in preparation for the New England Association of Schools and Colleges (NEASC) Accreditation visit set for October 21-24, 2012. Our faculty has worked very hard to expand and revise common assessment opportunities and utilize data to analyze and improve curriculum and instruction. We continue to increase our level of technology access, and the faculty members have explored Web 2.0 initiatives with various forms of instructional technology and hardware. School personnel also worked very hard to articulate the educational program for Duxbury High School as part of the building project process. Lastly, our department heads, subject supervisors, and content specialists worked hard to understand and integrate aspects of the newly adopted Common Core into our curriculum.

## **Student Achievements and Recognition:**

- Graduating seniors continue to meet with success: 90% of our seniors are going to four year colleges, 3% will attend two year colleges, 1% are entering the workforce, and 2% will be attending prep schools.
- Eight (8) seniors were accepted to Ivy League schools. Forty-seven (47) students were accepted to highly selective institutions (those that accept fewer than 25% of applicants).
- DHS had seven (7) students that received commendations as part of the National Merit Scholarship contest. One (1) student was selected as a National Merit Scholarship Finalist.
- Duxbury High School received state and national recognition for the quality of the educational program. Boston Magazine ranked DHS as 27<sup>th</sup> in the state based on classroom and achievement score data. U.S. News & World Report ranked DHS at #13 in the state and #272 in the country (out of 20,000 high schools), based on student to teacher ratios, college readiness, and Math and English Proficiency scores. Newsweek Magazine ranked DHS as #297 out of the 1,000 best high schools in the country based on our graduation and college matriculation rates, the number of AP/IB/AICE tests taken by students and the average scores, SAT/ACT scores, and the total number of AP courses offered to students. Such recognition was very heartening on behalf of the students, teachers, and parents in this district.
- Forty-five (45) students were named as 'AP scholars' for having received a score of '3' or higher on three separate AP tests.
- Twenty students (20) earned 'AP Scholar with Honor Awards' for earning an average of 3.25 (out of 5) on all AP Exams taken, and grades of '3' or higher on four or more of these exams.
- Thirty-three (33) students qualified for the "AP Scholar with Distinction Award" by averaging at least a '3.5' on all AP Exams taken, and scores of '3' or higher on five or more of these exams.
- Additionally, four (4) students achieved National AP Scholar status by receiving an average score of at least 4 on all AP Exams taken, **and** scores of 4 or higher on eight or more of these exams.
- Students continue to perform well above the state and national averages on the SAT tests and MCAS. Scores for last year's MCAS in ELA, Mathematics, and Biology were very impressive, with 99% of aggregate students achieving Proficient/Advanced scores in Mathematics, 94% in Biology and 100% in ELA. These are all improvements in our students' performance.
- DHS Music was recognized by the National Association of Music Merchants (NAMM) as an outstanding music program.
- Art students received recognition from the Boston Globe Art Contest.
- Nearly 100 Music students were selected to the District and All-State groups.
- Over twenty seniors participated in the Senior Project, which had them develop and complete service projects during the last quarter of the school year, develop a product, and present it to a panel.

## **Ongoing Initiatives**

- We are in the second year of our adoption of the Subject Supervisor model with each supervisor (Math, Science, ELA, World Language, Guidance) being in charge of 6-12 personnel (K-12 World Language), curriculum, and assessment.
- DHS is continuing to prepare for the decennial New England Association of Schools and Colleges (NEASC) accreditation visit that is scheduled for October 21-24, 2012. As mentioned above, we have completed the comprehensive Self-Study Report and the visiting team has been selected. Over the next two months, we will finalize logistics in preparation for the visit.



- DHS is continuing a dual enrollment program through Syracuse University where students can take approved high school classes and receive college credit. Again, students in AP Biology and AP Physics are eligible to participate. We have expanded our offerings to allow more students the opportunity to participate in this program with a Forensics course.
- On October 17, 2012, all sophomores and juniors will be required to take the PSAT during school. Evidence clearly shows that students who take the PSAT twice experience a marked increase in their respective SAT scores.
- Nearly every department had teachers conduct professional development activities over the summer to revise our curriculum maps to integrate elements of the newly adopted Common Core Standards. Additionally, department members worked to create and revise common assessments, develop inter-departmental research guidelines, and begin the development of content-based, Project Based Learning (PBL) opportunities. Teachers also participated in technology workshops. Every second year teacher in the system participated in the Research for Better Teaching (RBT) course, which requires an intensive week where teachers examine, reflect, and review effective teaching practices and pedagogy.
- We continue to align curriculum and create UbD templates to ensure consistency of content and skill instruction between teachers. This alignment is ongoing and will fully integrate Common Core Standards into our curriculum. Specifically, each department has technology, Literacy, and Project Based Learning goals for the year.
- DHS continues to maintain its co-teaching initiative to better serve all students with twenty-four (24) co-taught classes in Math, Science, Social Studies and ELA. We also provided ongoing professional development and collaboration time for these teachers over the summer. This model has greatly benefitted all of our students by allowing us to provide a more heterogeneous learning environment. Our special needs students have continually improved in their MCAS performance since this initiative was implemented. Specifically, 94% of freshmen special needs students passed the Biology MCAS assessment, with 55% scoring in the Proficient/Advanced categories (45/10%). In ELA, 100% of our sophomore special needs students passed the MCAS, with 100% scoring in the Proficient/Advanced categories (76/24%). In Mathematics, 100% of sophomore special needs students passed the MCAS with 88% scoring in the Proficient/Advanced categories (59/29%). These scores are improvements upon previous student performance.
- More common assessment opportunities for students within departments/content areas continue to be developed, refined, and analyzed.
- We have increased student and classroom access to computers by increasing the number of laptop carts.
- The online PLATO credit recovery program continued this past summer.
- The X2 parent and student portals continue to be utilized. As with last year, all students will receive progress reports and report cards electronically. Further, we are working to bring more professional development to the faculty on the many uses of our X2 system.
- Much work was accomplished with the architects (MVG) to complete the design of the new co-located Middle and High School. Additionally, administrators, the Duxbury Police Department, and the site contractor worked very hard to develop a successful traffic and parking plan for the Alden, Middle and High Schools during construction.

### **Enrichment Highlights**

- The Chamber Singers performed in the National Choral Festival at Carnegie Hall.
- The DHS Athletic program had another very successful year with many league titles and three state championships in Football, Girls Hockey, and Boys Lacrosse.
- Our Best Buddies Program continues to flourish at DHS with a record number of student volunteers and participants.



- The Global Engagement Club has grown and competed in two Model UN competitions last year. The club aims to participate in more competitions this year.
- The *Africa Service Project* continues to have a large number of involved students who raise community awareness about global issues.
- We completed our annual LINK Orientation program for incoming freshmen. The program grows stronger every year and is marked by very active participation by our LINK leaders.
- The drama program and Thespian Troupe had another successful year by putting on over 12 one-act or full-length plays and one musical.

### Community Initiatives

- Teachers continue to receive tremendous support from the Duxbury Educational Foundation (DEF).
- The Duxbury Parent Connection brought Chris Herren to the high school for a very impactful presentation to all students and a large number of parents.
- The Duxbury PTO was very active and generous with its support of our students and faculty through teacher grants, teacher appreciation days, the Chris Herren presentation and in offsetting the cost of our student planners. PTO support is essential in the planning and running of our prom and graduation ceremonies.
- Overall, we are truly fortunate to have such involved and generous organizations such as the DEF, Parent Connection, the PTO and our numerous booster groups.

In looking to school year 2012-2013, we have much to be proud of and have much work left to accomplish. We have significantly increased our capability to instruct students in 21<sup>st</sup> Century skills in the classroom. We will continue with our curriculum development and our uses of common assessments to inform our instruction. Also, we will continue to work to implement the DPS Strategic Plan initiatives.



Classroom at the Village School, circa 1909

# Public Safety & Transportation



Duxbury Fire Ladder Truck, circa 1902

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Duxbury Emergency Management Agency

Fire Department

Harbormaster

- *Harbor Division*
- *Beach Management Operations*
- *Shellfish Division*

Highway Safety Advisory Committee

Municipal Services *(formerly Inspectional Services)*

- *Board of Health*
- *Building*
- *Design Review Board*
- *Historical Commission*
- *Weights & Measures*
- *Zoning Board of Appeals*

Nuclear Advisory Committee

Police Department

Public Safety Building Committee



## Duxbury Emergency Management Agency

The Duxbury Emergency Management Agency continues to strengthen its ability to plan and mitigate for all hazards. The Agency has a cooperative working relationship with all other Town Departments. This became evident last August when Hurricane Irene landed. Although downgraded to a tropical storm, this event still packed a punch, Irene downed trees and wires causing many problems town wide, including power outages that lasted a week. Fire, Police, Harbormaster and Highway Departments were put to the test and because of the cooperative working relationship and the coordination of the Emergency Operations Center, the town fared well in comparison to other Towns.

The Agency continues to work with the Duxbury Nuclear Advisory Committee and seeks to ensure that the emergency policy and procedures for the Pilgrim Nuclear Power Station are up to date and adequate. We are still trying to understand the devastating effects of the nuclear disaster in Fukushima, Japan. We are monitoring all the after action reports to ensure that all precautions are taken here with emergency response and planning dealing with Pilgrim Nuclear Power Station.

I wish to thank all that have assisted us in meeting our mission: mitigation, preparedness, response and recovery. Additionally, I wish to thank the Duxbury Nuclear Advisory Committee for its continued support and enthusiasm in our effort in making the community safer.

Respectfully Submitted,  
Kevin Nord, Director

## Duxbury Fire Department

This past fiscal year the Duxbury Fire Department (DFD) saw great change in the demolition and renovation/construction of the Central Fire Station located on Tremont Street. The demolition of the north wing and subsequent construction of a two story addition to house the administration, crews quarters and other support rooms were very challenging for the staff. The construction that was gladly welcomed, created very challenging logistical issues in order to maintain the operation of the DFD, both in response to emergencies, business office accessibility to the public and allow 24/7 living for the firefighters. This was all done while working around the army of construction workers in and around the building. We are also fortunate to have major upgrades to the remaining structures which include, but not limited to, HVAC, electrical, information technology, fire sprinklers and significant structural strengthening. As of this writing the general contractor is completing a punch list and the building should be ready for a dedication ceremony in the next month. I want to thank Deputy Chief West for his vigilance overseeing the project and to all the firefighters for their patience and willingness to work around daily construction issues. The building will help us serve you better and allow for the better care and maintenance of the expensive apparatus and equipment and give much needed space to the men and woman who work here daily.

The Department has seen a slight rise in emergency calls over last year, finishing the fiscal year with 2,280 calls. DFD responds to a myriad of calls for service, Emergency Medical Services being the lion's share of those calls. None the less we are prepared for any type of emergency. The department responded to over 100 calls for service in a 24 hour period during tropical storm Irene last August. These calls for service during that time included, arcing wires, trees down on wires, homes and automobiles, medical emergencies, electrical fires, flooding issues, dangerous levels of carbon monoxide and even delivering water to homes that lost their well water due to the widespread week long power outage. Our crews worked non-stop in the first 24 hours trying to maintain open roadways so services could be delivered. This was not always easy as our electric power provider was not able to assist us in response and lacked communication with us. It is noted that all Town Departments worked for the common goal of keeping the residents safe and responding to them for whatever the need.



The Department is steadfast in our commitment to prevent fires and injuries through comprehensive public education programs and code enforcement. A total of 1269 permits were issued by this department and we conducted an average of 50 inspections per month, each taking 30 to 45 minutes. Firefighters delivered 35 programs in the community and worked with parents, day cares, pre-schools and grade schools, senior groups, businesses and camps.

Additionally, I would like to say that there have been some comments and curiosity about why and how we do what we do regarding the cost of our operation. I would invite any citizen to call for an appointment or just stop in and speak to myself or Deputy West if you have any concerns. I believe your Fire Department is the best bargain in Town. We are guilty of not communicating some of the efforts we make to reduce the cost to the taxpayer. Our expenses are comparable to any other business which includes personnel, training, equipment, fuel, and the brick and mortar housing for the people and equipment. Heavy and specialized equipment in any industry is expensive, but, unlike private industry, we are subject to strict guidelines concerning how and what we purchase. The budget is based on an analysis of response needs for the community. Based on that data, I make recommendations to the Town drawn from my knowledge and experience, keeping in mind fire based standards and regulations and ultimately what the level of acceptable community risk the citizens and elected officials are comfortable with. What we have done is scrutinized replacing vehicles and when appropriate we refurbish a vehicle extending its lifetime at less cost than purchasing new. We have refurbished four vehicles over the last 8 years saving the Town well over one million dollars. We have entered into agreements to share services, such as the ambulance we share with Marshfield and Kingston. We actively participate, almost daily, in mutual aid with our neighbors. This provides manpower and equipment at a moment's notice by breaking down the borders and assisting other towns and them assisting us when in need. We support and actively participate in regional specialized teams around the county, such as high angle rope rescue, confined space rescue and underwater rescue and recovery. To provide this expert specialized service individually is cost prohibitive. We are constantly busy chasing grants, local, state and federal, private and government based. We have been very successful, receiving close to one million dollars in equipment that taxpayer's did not have to provide. We must always search for ways to improve how we provide services through innovation, cost-sharing, and consolidating of resources.

In closing, I would like to recognize a retirement from last fiscal year. Captain Peter Goggin, Speedy Pete as we affectionately called him, retired August 5, 2011 after serving the Town professionally for 38 years.

#### **Emergency Calls 2,280 for July 1, 2011 to June 30, 2012**

FIRES in STRUCTURES; 23

OTHER FIRES; Brush, Trash, Vehicle; 42

FALSE ALARMS; 276

MEDICAL CALLS; 1,245

MUTUAL AID GIVEN; 112

HAZARDOUS MATERIALS; 61

OTHER HAZARDOUS CONDITIONS; 235

ALL OTHER CALLS FOR ASSISTANCE; 286

#### **Code Enforcement**

Permits issued; 1269

Inspections; 604

Respectfully Submitted,

Kevin M. Nord, EFO  
Chief of Department

# Harbormaster

## Harbor

As in years past, we started the fiscal year with our Department assisting the Town of Plymouth with mutual aid assistance for managing their waterfront activity for the 4<sup>th</sup> of July Fireworks display. Along with Plymouth and Duxbury Harbormasters, the Massachusetts Environmental Police and the United States Coast Guard were also present to assist with security.

For many of the recreational boaters, the 2011 boating season ended with the arrival of Hurricane Irene. The department put out numerous reverse 911 calls to mooring permit holders informing them of the storm and its potential impacts. The department assisted waterfront users in safeguarding their vessels by providing rides to their boats so they could haul the vessel out of harms way. The department located staff at the Mattakeesett Ct town ramp to help with vehicles / boat trailers and hauling procedures. No department equipment or waterfront properties were damaged as a result of the town's preparation for Hurricane Irene.

In September, our Department worked closely with the Duxbury Police and Fire Departments to safeguard athletes participating in the annual Duxbury Beach Triathlon. Harbormaster personnel manned all patrol boats to set up event security perimeters both north and south of the Powder Point Bridge. We had mutual aid from the Plymouth Harbormaster Department to assist with security and the well being of the athletes.

In November and December, the department worked at hauling floats, gangways, swim buoys, regulation buoys and aids to navigation. The Duxbury D.P.W. assisted tremendously with the hauling of the gangways and many town floats. This was the first year a crane company was contracted by the department to haul the town pier floats out of the water for the season utilizing Mattakeesett Ct for storage.

The previous fiscal year the department was awarded a Port Security Grant that put the new 25' SAFE boat into service. The department used this vessel for fast responses to all types of emergencies, along with routine patrols year round. The department maintained a float and gangway at the town pier throughout the off peak season, providing a facility for the department patrol boats and access for our commercial and recreational interests.

Mooring and tender permits went on sale 15 February 2012. All existing mooring applicants and all waiting list applicants had their mooring bills and renewals mailed to them. The town hall staff is a participant in this permit process.

In March, town waterfront facilities and department patrol vessels were maintained, repaired and started to go back into the water. All Marine Units and town floats were launch by mid-May.

Harbormaster personnel assisted the Duxbury Bay Maritime School with their annual "Opening of the Bay" festivities on Memorial Day weekend.

By the end of June all aids to navigation, swim buoys and regulation buoys were maintained, repaired and or built and deployed on permitted locations.

## Beach Management

This was yet another very successful year on Duxbury Beach. In accordance with the beach management plan set forth by the Duxbury Beach Reservation Inc. and the Duxbury Conservation Commission, all activities and work on Duxbury Beach Road were coordinated with the Department's Endangered Species Officer to ensure the safety of the endangered/threatened species present and their habitat on Duxbury Beach. The Endangered



Species Protection program that is managed by the department is coordinated carefully with Federal and State wildlife officials and is totally funded by a grant provided by the Duxbury Beach Reservation (DBR).

The 2011 season had typical summer weather. This summer season also included the arrival of Hurricane Irene. The beginning of the 2012 summer season started as early as Patriot's Day with non typical daytime temps in the 90's. This continued with numerous above average hot sunny days all summer season. Trash on Duxbury Beach was managed the same as last summer. Trash barrels were placed and maintained by the Town D.P.W on pedestrian walkways and parking lots. These trash barrels were located strategically to eliminate household garbage from



Duxbury Beach, circa 1919

collecting, but effectively manage beach trash and litter. The department further staffed a position to "sweep" the parking lots, and Powder Point Bridge to remove litter and trash and clean the public restrooms. This staff member also took care of maintaining the trash barrels daily when necessary. The Duxbury Beach Reservation also located and maintained daily trash barrels on the front Resident Bathing Beach.

Duxbury Beach Dog Walking permits and regulations were still in effect and were managed well. They are now a physical permit (tag) which allows it to be attached directly to the dog's collar for inspection.

This year mobile dog regulation signs were designed and deployed in troubled areas along the beach to assist in managing this activity.

Duxbury Beach stands alone in its ability to enable the co-existence of recreational beach access with the presence of protected endangered species. It was another safe and fun summer experience for the many that had the opportunity to enjoy it.

### Shellfish

Shellfish harvesting in Duxbury is a regionally popular and important activity within the Commonwealth. Shellfish resources were abundant and in very good condition, allowing the Selectmen to declare and extend bonus shellfish seasons on the recreational and commercial harvesting of soft shelled clams (steamers) and the commercial harvesting of Quahog (hard shell clams). Commercial harvests included: Soft Shelled clams, Quahog, Mussel and Razor clams. There was no recreational harvesting of oysters this year.

Continued improvements in the bay water quality have allowed the Commonwealth to continue the conditional opening and management of large tracks of tidal flats and shellfish beds once considered lost to coastal pollution. The town's efforts to solve our coastal pollution issues have had an impressive positive impact on our natural resources and our ability to enjoy them.

The department has daily high visibility shore patrols during the time of low tides. These patrols and efforts are extremely important for natural resource management and protection. Shellfish violations were minimal.



Shellfish violations include: digging out of season; harvesting without a permit or license; harvesting in closed or restricted areas; use of illegal tools; harvesting undersized shellfish and harvesting over bag limits. We are fortunate that our shellfish harvester is a well informed and a concerned individual.

Shellfish farms (aquaculture leases) are located throughout the bay and appear to be very successful. The department works closely with the Shellfish Advisory Committee, the Duxbury Bay Management Commission and this industry to assist wherever possible and practical in effectively managing this historic bay activity. It has evolved into a very impressive local commerce program and stewardship of the bay.

It's been a very active year for this division of the department and an honor and privilege to serve this community.

With the provisions of our Management Plans and the efforts of all involved, our coast line, shore and bay with its wonderful natural resources will continue being a tremendous asset and tribute to this coastal community.

Respectfully submitted,  
Donald Beers  
Harbormaster



Circa 1915

## Highway Safety Advisory Committee

The Highway Safety Advisory Committee (HSAC) completed another successful year serving the highway and safety needs of the citizens of Duxbury. This annual report covers the period from July 1, 2011 through June 30, 2012.

The Committee continued to work with the Massachusetts Department of Transportation on the final design for the new roundabout at the Winter Street/ Kingstown Way (Rt. 53) intersection. Design plans are similar to existing roundabout at Lincoln St. /Congress St. (Rt. 14). The design has been completed (100%). We are attempting to acquire the necessary construction funding. In addition, the committee studied a number of recommended safety and signage improvements on various streets and at numerous intersections in Town. These included Hall's Corner, Cedar St. / St. George St., Merry Village / Lincoln St., and Railroad Ave. / St. George St. We are still working with the Town of Pembroke on the truck exclusion route in and around the North Street area of Duxbury.

The Committee worked closely with the School Building Committee and the architect, engineer, and contractor to develop the best short term and long term traffic and parking plans. The short term plan takes place during construction (2012-2014), while the long term plans take place after construction is complete. Our year ended just as the construction phase started.

The Committee monitored the design work for the needed repairs to the Powder Point Bridge which included the fiber warp design. We also reviewed the Site Plan for the new Duxbury Police Station to ensure a safe and effective design.

Our Committee welcomed two (2) members: Richard Brennan and Philip Tuck. Diane Bartlett resigned from the Committee after many years of successful service. We'll miss her expertise, dedication, and participation.

The HSAC wishes to thank the Board of Selectman, Richard MacDonald, Town Manager, and the Police, Fire, and Public Works Departments for their continued cooperation and assistance. The Committee looks forward again to another progressive and successful year serving and protecting the needs of our citizens and the Town.

Respectfully submitted,

Jeff Lewis, Co-Chairman  
Paul Brogna, Co-Chairman  
Fred Von Bargaen  
Peter Buttkus, Duxbury DPW

Sgt. Tim Wigmore, Duxbury Police  
Richard Brennan  
Philip Tuck  
Chris West, Deputy Fire Chief



Train Depot, South Station Street  
Circa 1900



## **Municipal Services (*formerly known as Inspectional Services*) - Board of Health -**

**Building Department - Design Review Board - Weights & Measures - Zoning Board of Appeals**

The Municipal Services Department offers this report for inclusion into the FY12 Town Report.

The report includes the breakdown of the **2,347** permits issued by the Department.

New construction, additions, and renovations continue to be strong. The high volume of permitting, administrative tasks, and inspections are handled by the outstanding work performed by the Municipal Services staff.

We have had many organizational changes in the past year including a new title for the department to better reflect the services and functions that we perform which now include licensing, project management, procurement and an employee ID system.

Municipal Services welcomed 2 new staff members: Taylor Plympton-Imrie as Department Assistant and Joseph Matterazzo as Wiring Inspector. At the same time we said a sad farewell to our long time Wiring Inspector, Paul Canty who retired after many years of service.

I would also like to thank the Town Manager and the Board of Selectmen for their continued support.

Respectfully submitted,  
Scott J. Lambiase  
Director of Municipal Services

## **Board of Health**

The Duxbury Board of Health consists of five members appointed for three-year terms by the Selectmen. The Board of Health's duties relative to the protection of public health, the control of disease, the promotion of sanitary living conditions and the protection of the environment include: enforcement of State Sanitary Codes, as well as smoking rules and regulations, oversight of the permitting for septic systems, restaurants, semi-public and public swimming pools, beaches and recreational camps for children.

The Board of Health retained its current membership with Dr. David Brumley as Chairman and Clinton Watson as Vice Chairman. Clint Watson was reappointed for additional three-year term. Board Members continue to actively participate as Board of Health liaisons on other local committees and boards.

The Duxbury Bay Area Regional Medical Reserve Corps (MRC) a partnership between Duxbury, Hanson, Marshfield, Pembroke and Whitman is a group of concerned residents with clinical or administrative skills who will assist the towns' health departments and other responders in a local, large-scale public health emergency. These volunteers also help at regular public health services/events such as triathlons and the H1N1 flu clinics. MRC members attend trainings and occasionally engage in drills to reinforce the training they received.

The Board continues to serve by collecting and disseminating information on communicable disease to the schools and community. Our goal is to help the community of Duxbury prevent, prepare for and respond to disasters, pressing public health needs and emergencies of all kinds.

Respectfully submitted,

Dr. David Brumley, Chairman  
Clinton Watson, Vice Chairman  
Jerry Janousek, Bruce Bygate, Karen Tepper



**DISPOSAL SYSTEM CONSTRUCTION PERMITS**

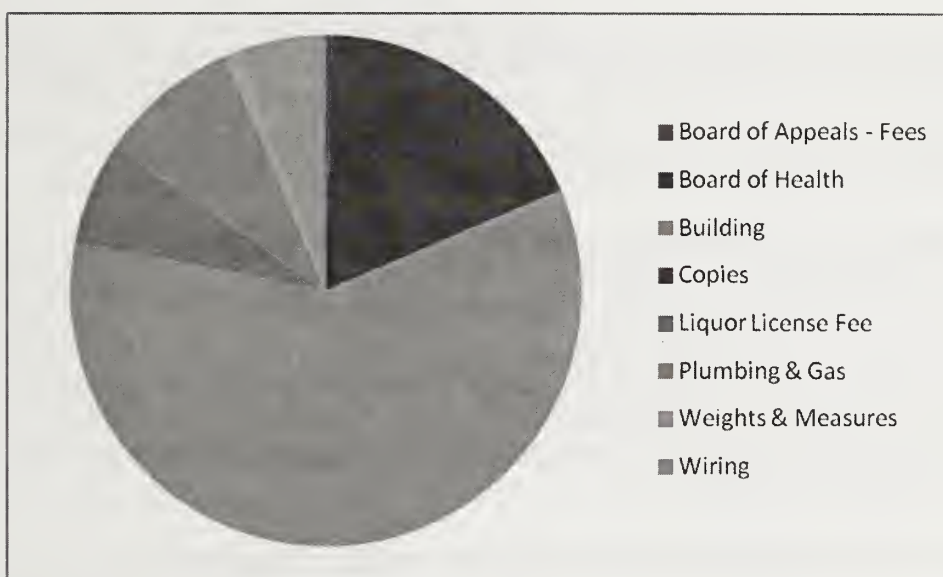
New Systems	77
Repairs of Existing Systems	59
Percolation Tests	77
Installers Permits	40
Septage Haulers Permits	20
Solid Waste Permits	6
Food Establishment Permits	48
Miscellaneous Food Permits (includes farmers market, milk & cream, catering, bakery, etc.)	91
Miscellaneous Health Permits: (includes camps, swimming pools, tanning facilities, barns, dumpsters, wells, tobacco)	88
<b>TOTAL BOARD OF HEALTH PERMITS</b>	<b>506</b>

**BUILDING PERMITS****ISSUED:**

	<b><u>Total No.</u></b>	<b><u>Estimate</u></b>
Attached Garage	4	\$260,000
Building Relocation	2	\$14,000
Business Occupancy	7	
Congregate Living Facility	1	\$3,300,300
Demolitions	24	\$277,500
Detached Garages—Residential	7	\$400,200
Excavation	1	
Fences	2	\$24,000
Foundations	8	\$259,700
Home Occupation	2	
Mechanical	28	\$636
Non-Residential Accessory Bldg	4	\$77,300
Non-Residential Additions/Alterations	9	\$506,789
Non-Residential New Structure	3	\$6,293,923
Pier Repair	1	\$8,000
Pier Walkway Platform	2	\$115,600
Portable Toilets	22	
Quick Permits	209	\$1,784,649
Radio Tower	1	\$75,000
Residential Accessory Buildings	10	\$566,400
Residential Additions/Alterations	185	\$8,579,724
Sign Permits	15	
Single Family Houses	40	\$11,021,900
Solar Panels	3	\$53,000
Stove	11	\$60,000
Swimming Pools	14	\$437,600
Trench Permits	145	
Wood and/or Coal Stove Permits	11	\$60,000
Zoning Permits	23	\$80,500
Electrical Permits	429	
Plumbing/Gas Permits	618	
<b>TOTAL BUILDING PERMITS:</b>	<b>1,841</b>	<b>\$34,892,285</b>

## MUNICIPAL SERVICES FEES COLLECTED

Board of Appeals-Fees	\$1,750
Board of Health	\$87,463
Building	\$285,685
Copies	\$227
Liquor License Fees	\$31,233
Plumbing/Gas	\$43,124
Weights and Measures	\$4,111
Wiring	\$26,998
<hr/>	
TOTAL	\$480,591



## **Design Review Board**

The Design Review Board, with five members and two alternates appointed by the Selectmen, meets monthly and makes recommendations on Special Permit applications sent to us from the Building Inspector before they are heard by the Zoning Board of Appeals. Current members are Sue Bourget, Judy Hall, Nancy Johnson, Sarah McCormick, and Stephen Williams. Alternates are Heidi P. Laird and Robert Mustard.

If the subject is an addition, we consider compatibility with the existing structure and how the proposed project will harmonize with the neighborhood and what the impact on the neighbors will be. If the subject is new construction, we apply the same principles of design and compatibility. If a design needs revision, we make suggestions as to how it can be accomplished.

Special permits govern renovations or additions to residences which are non-conforming in terms of lot or setback coverage where the non-conformity is increased. We have found there is some confusion as to exactly when a special permit is necessary. Many changes to homes on small lots are made without special permits because the proposed renovation or addition does not necessarily increase the non-conformity, but it may often result in a massing effect too large for the property and negative for the neighborhood.

Special Permits are also issued for commercial properties and large projects termed “40Bs”. We also review applications for changes to homes in “cluster zones”.

During the past year we reviewed a total of thirteen applications.

Respectfully submitted,

Sarah B. McCormick for the  
Design Review Board

## Historical Commission

### *Survey of Historic Properties*

FY2012 saw the completion of Phase I of the current three-year Town-Wide Survey of Historic Properties, sponsored by the Historical Commission and currently made possible by Duxbury Community Preservation Act funding. This first year of new survey work saw an additional 41 of the town’s cultural and architectural resources documented, evaluated and entered in the Massachusetts Cultural Resources Information System (MACRIS), a database of the Massachusetts Historical Commission.

With renewed funding from the CPA, this new three-year phase was begun with Architect and Preservation Consultant, Wendy Frontiero, under contract with the Town to perform the survey work. It saw the official inventory of many of the town’s “date-boarded” properties that had not been included in previous surveys. The second year to begin in FY2013 will focus on barns, carriage houses, stables and outbuildings; even foundations and tombs. As in previous work, the Historical Commission works to assess all those properties to be surveyed in each of the three years and has identified those 45 – 50 sites for the second year. As always, members of the Commission conducted, with the Consultant and her Assistant, a town-wide drive-about to evaluate those properties chosen for inclusion.

### *Administration of the Town’s “Demolition of Historically Significant Buildings By-Law”.*

The Historical Commission received notice from the Inspectional Services Department regarding permits requested on 30 properties involving some degree of actual or potential demolition. During the year of this report, the Commission conducted 30 site visits, held one (1) Public Hearing on Applications for Demolition and imposed one (1) 6-month demolition delay.

Summary of actions taken by the Commission on 30 applications.

- 22 Mayflower Avenue: partial demolition, removal of sun porch roof and two windows in house to add second floor master bedroom.
- 31 Shipyard Lane: complete demolition request, Public Hearing held, 6-month delay imposed.
- 584 Washington Street: partial demolition to add two-car garage with family room above, limited to rear and within scope of present structure.
- 41 Hawkins Place: complete demolition allowed as integrity of remaining original structure greatly impacted by additions and renovations.
- 209 Standish Street: demolition of garage allowed, breezeway from new garage to connect to area of house not part of original historic structure.



- 249 Pine Street: partial demolition at rear not regulated and at a portion of west side of house for addition of minimal impact to original structure.
- 114 Alden Street: partial demolition at rear of structure for addition, impact to roof minimal, integrity of main core to remain intact.
- 190 Autumn Avenue: partial demolition to allow extension of shed dormer over area of house already impacted.
- 18 Mullins Avenue: partial demolition, removal of rear addition, due to age or lack of historical significance, not regulated by By-Law.
- 100 Winter Street: partial demolition to allow addition to northeast side of house, current windows not original, further structural impact minimal.
- 489 Washington Street: notice of partial demolition, site visit conducted, no application ever received by Commission.
- 230 Depot Street: partial demolition allowed at rear of house and of shed for addition will have minimal impact on original 1809 structure.
- 33 River Lane: raise structure for new foundation, further demolition of attached greenhouse and decks, structures not regulated by By-Law.
- 79 Soule Avenue: partial demolition, removal of double hung window for passageway to new addition, with no further impact on main structure.
- 5 Bartlett Avenue: complete demolition allowed of cottage in need of repair, and with no foundation or architectural or historical integrity.
- 60 Plymouth Avenue: complete demolition allowed, insignificant additions, remaining original core no longer has architectural integrity.
- 32 Surplus Street: partial demolition of ell between house and barn, not architecturally or historically significant, new ell will not impact further.
- 101 St. George Street: partial demolition at three points, some not regulated by By-Law, some impacted earlier, relocation of doorway.
- 137 S. Station Street: partial demolition allowing addition of gabled dormer over kitchen, expansion of side entry, replacement of bay window.
- 355 Marshall Street: demolition of 1960's addition for new addition to extend further to rear but with no additional impact to original house.
- 29 Harrison Street: demolition of rear addition allowed, also removal of aluminum siding, restoration of porch and columns to original design.
- 117 Chestnut Street: demolition of unregulated guest house, add two-story addition, minimal impact to main house and changes to front façade.
- 1197 Tremont Street: removal of rear porch, new passageway for connector to garage, addition to west wall of house, the creation of new openings, original structure remains intact though "encapsulated".

- 47 Linden Lane: partial demolition for addition of wrap-around porch with corner portico structures, change of window at center of front façade.
- 159 Chestnut Street: complete demolition of structure that meets no criteria for regulation under By-Law, with no architectural integrity.
- 290 Standish Street: demolition of one-story addition at rear, replacement with minimal impact, other changes to windows and a door.
- 567 Bay Road: partial demolition in all areas of the structure, removal of later additions and other changes allowable, integral portion to remain.
- 56 Cove Street: demolition allowed of detached shed, changes to house substantial, Public Hearing conducted, resolution outside period of report.
- 205 Powder Point: partial demolition of existing kitchen, new addition would cause no further impact, resolution outside period of report.
- 254 West Street: partial demolition, site visit conducted, removal and replacement of rear addition, resolution outside period of report.

The Historical Commission herewith wishes to express its gratitude and appreciation for the cooperation and support of Scott Lambiase and the staff of the Inspectional Services Department of the Commission's efforts to administer the Demolition By-Law. The assistance of the Town Manager, Administrative staff, and other town departments and entities is greatly appreciated.

#### *Other activities and efforts*

The Historical Commission remains in continual communication with the Massachusetts Historical Commission and other state entities regarding any number of issues regarding public policy and matters affecting the Town of Duxbury. The Commission responds to requests for letters of opinion and/or support and, if deemed appropriate, will vote on matters within the Commission's purview.

- The Commission has continued to work, during the year, to achieve an improved level of communication regarding the workings of the Demolition By-Law and the regulations and timelines contained therein and updating that information of the Town's website.

The Commission was asked by the Duxbury/Kingston Phone Book Company to provide a short history of Duxbury. This was researched and prepared by Commission member, Leslie Lawrence. The phone book came out in July and, in August, the history was posted on the Commission's website and later was placed on the Town website.

- In September, the Commission voted to participate in Duxbury's 375<sup>th</sup> celebration by accepting the invitation of Plymouth County's Registrar of Deeds, John Buckley Jr. to "Adopt a Deed" of a significant place. Duxbury's Old Town Hall was chosen, the deed was found by Commission member Lawrence who submitted a description and statement of significance to the Registry. On June 1<sup>st</sup>, members of the Commission were present for the hanging of the deed at the Registry.

With the help of Commission Vice-Chair, Robert (Terry) Vose, III, Patrick Browne, Executive Director of the Duxbury Rural & Historical Society, on June 11<sup>th</sup>, kindly provided and installed in a separate display case under an old map of Duxbury provided by the Registry. This was followed an interview with Leslie Lawrence with radio station WATD, aired in August. Plans are underway for a Town-wide reception at the Plymouth County Registry of Deeds showcasing the deed and display case, hosted by Registrar John Buckley and the Duxbury Historical Commission.

The Historical Commission meets on the third Thursday of each month. Unless otherwise noted, meetings are held in the Duxbury Town Hall, Lower Level, Small Meeting Room and begin at 7:00 PM. The Commission also has representation on numerous other committees such as the Community Preservation Committee and the Local Historic District Committee, to name only two. This Annual Report should provide testament to the many efforts and activities of the members of the Commission, dedicated to its Mission and to the preservation of the architectural and cultural heritage of the Town of Duxbury.

Respectfully submitted,

Norman P. Tucker, Chair (July 1, 2011 – June 30, 2012)

*Commission Members:*

Robert (Terry) Vose, III, Vice-Chair, Laura Ricketson Doherty, Clerk

Retta (Lee) Adams, R. T. "Tag" Carpenter, Leslie Lawrence, Lois M. McKeown

## Weights & Measures

Summary of inspections completed July 1, 2011 to June 30, 2012

### Scales

Over 10,000 pounds	1
100-1,000 pounds	3
10-100 pounds	31
10 or under pounds	1

### Motor Fuel Meters

Gas meters	62
Diesel meters	8
Adjustments	0

### Scanners: Performed every other year

Locations	2
Accuracy @ 98% or higher	9
Accuracy @ less than 98%	0

### Reweighing of Commodities

Locations	1
Number of commodities	63



### Weights and Measures Tips for Consumers:

A common complaint: I purchased some pre-packed chicken at the grocery store, is the packaging included in the price? Answer: No, weight in a sale of commodities by weight shall mean the "net Weight" so sold. The declaration of quantity is exclusive of wrappers, and other material packed with such commodity such as the Styrofoam, pads, cellophane and labels.

Respectfully Submitted,  
Jane Zulkiewicz, Sealer of Weights and Measures

## Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is a quasi-judicial body that hears and decides requests for special permits, variances, and comprehensive permits. The ZBA also handles appeals of decisions by the Building Inspector/Zoning Enforcement Officer. Composed of five members and two (or more) associate members appointed by the Board of Selectmen, the ZBA is guided by Duxbury Protective Bylaw, the state Zoning Act (G.L. c. 40A), and case law. The ZBA normally meets on the second and fourth Thursdays of the month or as determined by workload.

From July 1, 2011 to June 30, 2012, the ZBA granted the following special permits:

Anello/Bradford, 405 Bay Rd., SP No. 2011-15  
Burman, 60 Plymouth Ave., SP No. 2012-02  
Callahan, 12 Bay Ave., SP No. 2011-05  
Duxbury Yacht Club, 489 Washington St., SP No. 2011-06  
McCrystal, 2 Ingalls Grove, SP No. 2011-08  
Mehegan, 1 Standish Rd, SP No. 2011-21  
Plotkin/Lange, 27 Sunset Rd., SP No. 2011-14  
Prince, 18 Mullins Ave., SP No. 2011-20  
Swenson, 41 Hawkins Place, SP No. 2011-18  
Walkey, 33 River Lane, SP No. 2011-07

The ZBA also granted a dimensional variance to The Wildlands Trust for property located on Anchorage Lane.

Michael J. Gill, a valued member of the ZBA, resigned for personal reasons during FY 2012. Thereafter, the Board of Selectmen appointed Wayne J. Dennison to fill Mr. Gill's unexpired term. In addition, the Selectmen appointed Emmett Sheehan as an associate member, bringing the total number of FY 2012 associates to three. We welcome Mr. Dennison and Mr. Sheehan and appreciate their service to the Town.

From time to time, ZBA members serve on other Town boards or committees when our expertise and perspective may be needed. During FY 2012, Scott Zoltowski served on the Economic Advisory Committee, and Paul Boudreau (associate member) and Judi Barrett served on the Zoning Bylaw Review Committee. As chair, I want to acknowledge the dedication and thoughtfulness of all of our ZBA members and associates. Appointees to the ZBA serve five-year terms, and many of the cases that come before us are difficult or controversial, or both. I also want to thank other town boards, commissions, and staff for their efforts to review applications we circulate for comment. Finally, I want to thank our administrative assistant,

Danielle Brandon, for her devotion to the ZBA and her cooperative spirit in working with us, our applicants, and the general public. At the end of June, Danielle transferred to the Health Department. We welcome Taylor Imrie, our new administrative assistant.

Judi Barrett, Chair  
Board of Appeals

## Nuclear Advisory Committee

The Nuclear Advisory Committee is charged with reviewing the plans that the Town will use in the event of an accident at Pilgrim Nuclear Power Station, and making recommendations to the Board of Selectmen and the Town with respect to these and also other potential risks posed by our proximity to Pilgrim to our public health and safety. The ongoing disaster at Fukushima has provided an added sense of urgency and importance – particularly since the design of the reactors at the Pilgrim Nuclear Power Station and those at Fukushima are essentially the same.

### Emergency Planning

**Plans & Procedures:** The Committee regularly reviews the latest Duxbury Radiological Plan and Standard Operating Procedures written for each town department, school, camp, group home, and Bay Path. The State finally provided the Plan and Procedures on disc, and we placed it on the Town's website, Public Safety folder. We encourage citizens to read it and offer any suggestions to improve our plans. The Federal government required Entergy to update its KLD evacuation time estimates. The estimates are used for planning appropriate traffic control points in an evacuation and determining if the population can in fact evacuate in a timely manner. The draft evacuation time estimates are unrealistic assuming a full evacuation of the 10-mile EPZ in 2:50 minutes to 3:15 in snow. The draft document was based on a telephone survey that asked respondents questions pertaining to evacuation. It failed to indicate that it was for a nuclear emergency; people behave very differently in a storm versus a nuclear disaster. Further it incorrectly assumed NRC's new rule calling for "staged evacuations" are realistic. A staged evacuation means that only the population 2 miles around will evacuate; then those in a segment or pie-shaped wedge from 2-5 miles; and last the segment may be extended from 5 or 10 miles downwind. We do not believe that Duxbury residents will remain in place once the word gets out that there is an evacuation ordered for the immediate neighborhood of Pilgrim, Duxbury Beach and Gurnet-Saquish Beach. Because the document will be used by FEMA and MEMA to develop Duxbury's sheltering and/or evacuation plans, upon our advice the Selectmen registered the town's objections to the responsible parties.

**Potassium Iodide (KI):** KI is an over-the-counter medication to help prevent thyroid cancer in the event of a radiological accident. Duxbury has stockpiled KI in our schools and shelters since 2000. The Committee worked to add liquid (KI) to service Duxbury's youngest population. Both tablets and liquid KI have been provided free of charge by the government; and supplies have been distributed to Chandler and Alden Schools, and to private schools, pre schools and day cares that have requested it. The government has discontinued supplying liquid KI. The purchase by DEMA is being pursued. The Committee encourages all residents to get their own KI for home use. It is available at the Duxbury Board of Health.

**Money:** Negotiations over Entergy's payments to the Town of Duxbury for emergency planning expenses incurred by Duxbury to prepare in the event of a radiological disaster at Pilgrim have been difficult and in our view unsatisfactory. Duxbury typically receives funding well below other Emergency Planning Zone communities that have smaller populations and geographic area, \$85,000. In addition Entergy has failed to provide essential communication equipment.



**Monitors/Pagers:** These are essential for recalling off duty firefighters in the event of an emergency at PNPS. The equipment we have has been on our equipment list since 1991 and needs to be replaced. Per our contract, it is Entergy's responsibility to do so. The Emergency Operations Center (EOC) phone lines for many of the key EOC positions are not working in the EOC. Working telephones in the EOC are essential to the operation of the EOC and the safety of the community. These need to be repaired and they are part of Entergy's responsibility.

### **Risks, Safety and Health**

**Fukushima's Lessons:** The worst nuclear disaster in history occurred in the Japanese Fukushima Daiichi reactors- 3 reactors blew up and one spent fuel pool opened to the environment. The Japanese reactors are the same design and age as Pilgrim. Since May, the committee has participated in NRC's on-going public meetings reviewing whether or not to implement NRC's initial recommendations based on lessons learned from Fukushima. Unlike, Entergy and other industry representatives, we weighed in on the side of fixes. For example:

**Hydrogen Control:** Instrumentation to monitor hydrogen in Pilgrim's secondary containment containing its spent fuel pool. Buildings blowing up, as in Fukushima, should not be the first clue that hydrogen is building up.

**Filtered Vents:** Pilgrim, like Fukushima, has a vent to relieve excess pressure in the primary containment to save the containment. It is not filtered. It is imprudent not to filter gaseous releases in a severe accident when normal everyday releases are filtered.

**Spent Fuel Pools:** All irradiated fuel discharged from the core after 5 years should be moved to dry casks. The spent fuel pool hazard was so dire in Japan that the US NRC advised Americans to evacuate within 50 miles of Fukushima Daiichi. Fukushima's Unit 4 pool has 1/3 the amount in Pilgrim's pool. The MA Attorney General estimated loss of water in Pilgrim's pool could result in \$488 billion dollars in damages, 24, 000 latent cancers and contamination over 100 miles downwind. Fukushima showed that despite the earthquake, tsunami and flooding the dry casks did just fine. Second, Pilgrim says that it will rely on water sprays in the event of a spent fuel pool accident but the effects of water sprays, if installed at Pilgrim, are not evaluated. Water sprayed on the pool to prevent or contain a fire would drop down to the bottom of the reactor and disable safety equipment stored there. It is unwise to try to fix a pending disaster by causing a disaster with the fix.

**Electric Reliability:** At Fukushima the earthquake and tsunami knocked out electric power required to operate safety systems. Power failures are not limited to earthquakes and tsunamis. Safety systems at Pilgrim depend on electrical power coming in from offsite and are vulnerable to disruption. They are not qualified to be in a wet environment. Most electrical cables at Pilgrim have been exposed to significant moisture over the past 40 years from snow, rain, and tidal surges. They need replacement and a more robust inspection schedule. Second, Pilgrim's backup power is insufficient. Pilgrim is only required to have fuel onsite for their emergency diesel generators to last 7 days, and battery capacity that can run for 8 hours in the event the diesel generators fail. Based on Fukushima's experience, the required diesel oil supply should be increase from 7 to at least 14 days; and backup power increased from 8 to 72 hours.

**Offsite Monitoring Airborne Radiological Releases:** The Committee met with Mass Department of Public Health (MDPH) to discuss its new program to locate real-time offsite combination radiation/weather towers linked to the department. The data is important to base evacuation decisions in an accident on real data showing where the plume is and to establish a record of releases for radiation-health studies. The committee pressed the department for more monitors further afield and to make the data available to our Emergency Operations Center and to the public on MDPH's website. The department committed to place a monitor on Gurnet by the coast guard station, one on Rte 44 by Crown Colony Place and one in down town Plymouth. We need more.



**Tritium Leaks:** The Committee remains concerned about persistent findings of radioactive tritium, above expected levels, in samples taken from Pilgrim's onsite monitoring wells. The source of the tritium in the wells remains unknown. The sampling results are posted on MDPH's website. (Mass. Dept. Public Health/ Radiation Control Program/ Environmental Monitoring Program)

**Relicensing:** After six years of legal filings, the NRC summarily renewed Pilgrim's license extension for 20 more years despite the fact the pending litigation remained before Commission. Appeals are pending.

**Town Meeting Articles:** The Committee placed two articles before Town Meeting; both passed unanimously. One article was before Special Town Meeting, October 2011. It advocated that Massachusetts Department of Public Health implement a comprehensive real-time offsite monitoring program of airborne radionuclide emissions from Pilgrim Nuclear Power Station and meteorological data so that exposure can be assessed more precisely for emergency planning decisions in the event of a disaster and for radiation health studies. The other article was before Annual Town Meeting. It said that the town opposes continued operation of Pilgrim Nuclear Power Station (PNPS) until all safety improvements recommended by the Nuclear Regulatory Commission (NRC) as a result of lessons learned from the failures of similarly designed reactors in Fukushima, Japan have been fully implemented; and requests the NRC to immediately suspend all further action on the application of the Entergy Corporation for renewal of its license to operate PNPS until such full implementation has been accomplished.

Respectfully submitted:

Mary Lampert, Co-Chair & Rebecca Chin, Co-Chair

Barbara Pye, Henry Chang, Daniel Ryan, and Janet Brown

## Police Department

2012 was an active year for the Duxbury Police Department. We have made a substantial effort to enhance our participation and support of the many community events held throughout the year. Special patrols on bicycles and motorcycles were increased during large community events and on weekends during the summer months. These patrols help to serve a number of purposes, not only providing a reassuringly safe environment for our residents and visitors but also reinforcing our commitment to the community policing philosophy we employ. We strive to maintain an environment where the local officer on patrol is approachable and helpful in meeting the needs of the residents of Duxbury.

Work on our new police headquarters located on Mayflower Street progressed rapidly throughout 2012. As I write this report, I am happy to include that our contractor is substantially ahead of schedule though I have been cautioned that much remains to be done. It is anticipated that we will take occupancy of the new facility sometime in February. We remain extremely grateful to the residents of Duxbury for their overwhelming support of this project. We must also again recognize Town Manager Richard MacDonald for his leadership on this project as well as the resident volunteers who comprise the Public Safety Building Committee; these professionals have dedicated countless volunteer hours to ensure that your police department is housed in a modern and efficient facility that represents our community well and will serve our needs for decades to come.

In light of this highly anticipated move to the new police headquarters, we are extremely busy in advance preparation for that day. The logistics involved in the move of a police facility can be complicated. Lt. Roger Banfill has been tasked with the process of preparing evidence, recovered property, and police records for the move; Lt. Lewis Chubb has been tasked with preparing communications systems, computer systems, and other technologies for the move. Both men are doing a fine job with these preparations.

Over the course of this year we have also moved forward with a restructuring of the department's chain of command by eliminating one of three lieutenant positions and reinstating the position of deputy police chief. At the time of this report, we have identified finalists for the position and are in the process of conducting assessment center screenings. A Deputy Chief Search Committee was established by the Town Manager to screen applicants and forward the names of two finalists to the Town Manager. The Search Committee included representatives of the Personnel Board and Human Resources Department as well as Duxbury residents and three police chiefs from other South Shore communities. By the time this report is published, the new deputy police chief will be on board. I would like to thank the members of the Search Committee for the valuable time and professional expertise they expended on behalf of our department.

With the assistance of Dr. Tantillo and the Duxbury School Department, we have been able to maintain our School Resource Officer program and Officer Friend Weiler remains a very familiar face at our schools. His presence and the programs he oversees at all of our schools serve as important conduits to foster a strong relationship between the police and the youth of our community.

Duxbury remains a very safe place to live and work with reported crime incidents lower than most of our South Shore neighbors; unfortunately, however, the criminal element honors no town borders. I believe strongly that these crime statistics are evidence to the effectiveness of the highly visible manner in which patrols are maintained in our community. We have a focus on service related activities as well as on pro-active patrols and preventative activities. That stated, the department remains busy with overall calls for service and pro-active issues. In FY12 the department logged **20,264** total documented activities. Below is a partial snapshot of activities from FY12:

911 calls/responses	5,004
Motor Vehicle Accidents	281
Radar Assignments	557
Traffic Stops	3,699
Domestic Disturbance	60
Other Disturbances	260
Burglary (Vehicles)	29
Burglary Other	31
Larceny	49
Fraud	16
Aggravated Assaults	16
Vandalism	100
Suspicious Person/Vehicle	912
Assist Other Department	444
Custodies (Arrest/PC)	93
Park and Walk Patrols	1,094
Directed Patrols	8,645

When we do experience a crime incident, we have noted a trend in recent years which suggests that the typical daytime burglar casts a very wide geographical net; these individuals seek to conduct their unsavory business over large geographical areas. As such, our investigations into crime incidents here often lead our investigators throughout Eastern Massachusetts and in some cases beyond. The detectives within our Criminal Investigations Bureau can boast a very high clearance rate in FY12 with respect to home and vehicle burglaries.

From time to time every community can face exceptional and extraordinary crime incidents. On May 21, 2012 the Duxbury Police Department encountered such an incident when a troubled young man from Wagoner, Oklahoma attempted to force his way into a Duxbury residence at gunpoint. The home happened to be the



residence of a Duxbury police officer who thwarted the attempt. The armed man then fled into nearby woods, initiating a search by other Duxbury officers with the assistance of our canine, Zar. A short time later the man was spotted on Temple Street where he quickly fled back into the woods. Sgt. Dennis Symmonds, Canine Officer Ryan Cavicchi, and Zar, now in close pursuit, followed the suspect a short distance into the woods. The man opened fire on the approaching officers. Thankfully none of the shots met their intended mark; both officers and Zar were unharmed. At that point, the scenario had changed dramatically and a massive search effort was undertaken to locate and apprehend the suspect. Approximately 120 police officers from over 40 communities responded, including a contingent of over 35 State Troopers. SWAT teams deployed to the scene. In a very deliberate fashion, a two block area was shut down to contain the suspect. A couple of hours later, the suspect emerged from the woods along Route 3 south and surrendered to State Troopers without further incident, ending an extremely troubling event in our community. The successful manner in which this incident concluded was a direct result of the effective and professional manner in which your officers initially responded to this rare and violent event. We are keenly aware that this event could have ended in an extreme tragedy; however, due to the incredible restraint and professionalism displayed by the officers, it did not. These officers will be formally recognized for their courage and professionalism in an award ceremony in the near future.

I want to thank the men and women of the Duxbury Police Department for their hard work. Their efforts were clearly evident when in April of 2012 the Massachusetts Police Accreditation Commission awarded the Duxbury Police Department re-accreditation. The Duxbury Police Department was the first Plymouth County police department to reach accredited status in 2006 and we have maintained that status since. To maintain accreditation, we open our doors every three years to a team of Massachusetts Police Accreditation Commission auditors who review our policies and procedures as well as inspect every aspect of our operation. The audit team arrived in spring of 2012; after a three-day examination of the department, the audit team recommended the Duxbury Police Department for re-accreditation status which was awarded by the Commission at their annual meeting in Andover.

In closing, I need to thank the residents of Duxbury for your continued support of the department. I would like to thank the other town departments for their assistance and team work toward our collective goal of providing high quality services to our residents. I also need to extend my personal thanks to Town Manager, Richard MacDonald, who will be retiring very soon. Richard gave me the opportunity to join his team in May of 2010. He has been a steady and professional leader who has assembled a strong management team. He has been extremely supportive while equally demanding of hard work and strong ethics. It has been my honor to work for him and I ask you to join me in wishing him the very best in retirement.

Respectfully submitted,  
Matthew M. Clancy



## Public Safety Building Committee

The Public Safety Building Committee has been working since 2007 to upgrade the Central Fire Station on Tremont Street and to replace the Police Station. The Police Station, built in the late 1960s, is in very poor condition, has numerous safety and code violations, is energy inefficient, and does not meet the operating requirements of today's Police Department. The Fire Station crew quarters and administrative spaces, like the Police Station, are wholly inadequate to meet the fire fighting and EMT requirements of today's Fire Department, and needs to be replaced.

Construction of the Fire Station, which began in May 2011, continued throughout the year. Firefighters lived in a temporary trailer facility while the crew quarters wing was torn down and replaced. Fire Department administration continued to operate out of their existing offices above the Emergency Operations Center. Although construction was very disruptive at times, the Fire Department continued full operation, even when the main apparatus bays and large sections of pavement were partially closed. On June 1, 2012 the firefighters moved into the new crew quarters followed by the administration two weeks later. After



the move, the trailers were removed and site work was completed. Construction is expected to be substantially complete in August 2012 with an opening ceremony to be scheduled for October 2012. The Fire Station project is currently under its \$3.7 million approved budget.

Final design of the new Police Station was completed by The Carell Group using funds appropriated at the 2011 Annual Town Meeting (ATM). Bid documents were completed in November 2012 and bids were opened on December 16, 2012. The low bid price of \$4,604,000 was lower than the architect's estimate of \$4,703,000. A construction contract was awarded to Castagna Construction Corporation of Newburyport, MA in March 2012 and construction began in early March. The Committee monitored construction which is progressing ahead of schedule. We anticipate that construction will be substantially completed in January 2013 and under the project's \$6.275 million approved budget.

The committee recognizes that these projects are very expensive and we have worked very hard to keep the costs as low as possible and within the budgets appropriated at ATM. These projects will provide our public safety personnel with state-of-the-art facilities in which to operate and will help to preserve the extremely expensive equipment that they use. We thank both the Police and Fire Department staffs for their incredible cooperation and help in moving both of these projects forward. We look forward with great anticipation to the completion of both projects in the next fiscal year.

Respectfully submitted:  
Public Safety Building Committee  
Andre Martecchini, Chair

### Committee Members:

Georgia Blatterman, Paul Brogna, Police Lieutenant Chip Chubb, Police Chief Matthew Clancy, Shawn Dahlen  
Neil Johnson, Dennis Nolan, Fire Chief Kevin Nord, Dimitri Theodossiou, Deputy Fire Chief Chris West

# Public Works



French Atlantic Cable Repairing Expedition, circa 1890

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DPW Administration

Animal Control

Cemetery Department

Crematory Building Committee

Lands & Natural Resources

DPW Operations

- *Highway Department*
- *Snow & Ice*
- *Transfer Station*
- *Vehicle Maintenance*

Water & Sewer Division

Water & Sewer Advisory Board



## DPW Administration

Like many New England seasons, the beginning of Fiscal Year 2012 (FY12) turned out to be extremely vigorous with the arrival of Tropical Storm Irene. While the town sustained a fair amount of damage, DPW crews along with personnel from Police, Fire and Harbormaster departments greatly minimized the hardships to residents. It was a great team effort and our thanks go out to all who were involved.

FY12 also saw the beginning and completion of large projects throughout our town. I will present them to you by department.

CEMETERY DEPARTMENT - Our new state of the art Crematory and Cemetery Office opened its doors in the Mayflower Cemetery. Many thanks go out to the Crematory Building Committee for the hours and effort spent working on this project. A special thanks goes to Bob Hayes, Committee Chairman; Emmett Sheehan, Cemetery Trustee; Patricia Pappas, Cemetery Superintendent; Jim Savonen, Manager of Buildings and Grounds; Ed Vickers, DPW Operations Manager; Peter Mackin, Water Superintendent; Scott Lambiase, Director of Inspectional Services and all of their departments. Everyone involved in this project did an amazing job of bringing this very tightly funded project in under budget!

BUILDINGS AND GROUNDS - The historic restoration of the exterior of Old Town Hall was finished with funding from the Community Preservation Committee (CPC).

WATER DEPARTMENT - Construction of a first time ever water main for Pine Street will begin. This is a large project that will be done in two phases. Phase one will be completed this year. The second phase will be finished next year. The construction of this water main will allow many residents who have failing wells to tie into the Town's water system. It will also serve to loop water mains already in our system, provide expanded fire protection to the Pine Street and Lake Shore Drive area and include replacement of an aging culvert at the end of Lake Shore Drive.

The aging water main in Lincoln Street was replaced. And the water main in Mayflower Street was extended to serve both the new Crematory and Police Station.

DEPARTMENT OF LANDS & NATURAL RESOURCES - The work of the Lands & Natural Resources Department made it possible for the Town to receive the Tree City USA Award for the 21<sup>st</sup> consecutive year. The award is given by the National Arbor Day Foundation in cooperation with the USDA Forest Service and National Association of State Foresters. It recognizes and rewards communities for annual advancements in urban forestry programs.

The department is also working closely with Conservation Officer, Joe Grady, and the Blairhaven Committee to create a park at the Blairhaven site for all to enjoy.

HIGHWAY DEPARTMENT - The department enjoyed a rare circumstance, an almost snowless winter with no frost in the ground. Without the demands of snow removal and hindrance of deep frost, the crew was able to catch up on many projects they cannot normally work on during winter months. Those projects include repairs and continual maintenance to the Powder Point Bridge and our annual roadway maintenance projects which are funded through the state's Chapter 90 Program.

TRANSFER STATION - The Transfer Station went high tech this year by using camera imaging to read license plates entering the Transfer Station. The related software then matches the numbers read against a database of permits issued. This eliminated the need for residents to purchase Transfer Station stickers and attach them to their vehicles. It also allows the Transfer Station staff more time to maintain the Transfer Station, monitor what goes on there and assist residents.



Plans have also been finalized to install a field of solar panels on top of the capped landfill. Installation and operation of the solar field is expected to offset some of the town's energy costs.

ANIMAL CONTROL - The dedicated staff, Friends of the Shelter, volunteers and the facility itself continue to make our program one of a kind on the South Shore.

In closing, I want to thank the people of Duxbury, Board of Selectmen, Town Manager and all town department that assist the DPW in our efforts. Also to the tremendously professional, talented and dedicated men and women of the Department of Public Works whom I have the privilege to work with, thank you very much for a great year.

Respectfully submitted,

Peter Buttkus  
Director of Public Works

## Animal Control

2012 has been a good year for the Animal Control Department and the Duxbury Animal Shelter. The Duxbury Animal Shelter has housed hundreds of animals during the past year. Most of the animals were re-united with their families. The animals whose owners could not be found were adopted into new loving homes. I, as Animal Control Officer, my assistants and our volunteers provide a clean, safe environment for the animals we care for. The Duxbury Animal Shelter is one of the cleanest and best run shelters in the state and provides top notch service to the residents of Duxbury and their animals.

The Animal Control Officer received over 3,000 phone calls within the last year. These calls come in at all times of the day and night, on weekends and holidays. They often require immediate action and response by the Animal Control Officer no matter if it is on the weekend, in the middle of the night or on holidays. The Duxbury Animal Control Department provides a level of service that other towns do not provide to their residents. We take pride in that fact and are proud to serve the residents of Duxbury.

Another point of pride for our department is that I, as Animal Control Officer, handle every type of animal from dogs and cats to wildlife and marine mammals. Most other towns handle only dogs and cats and do not respond to calls after normal working hours. The Duxbury Animal Control Department is committed to providing the best possible care for animals within our town and setting an example to other towns.

I want to thank my assistant who cares for the animals and shelter on weekends and during my vacations. I also want to thank our volunteers, supporters and the residents of Duxbury. Your support of the Animal Control Department and the Duxbury Animal Shelter, the hours you volunteer and the donations you make are greatly appreciated and go a long way to providing the high level of care that we provide and that our animals deserve.

Respectfully submitted,

Eddy Ramos  
Animal Control Officer

## DPW - Cemetery Department

This past year has been a fruitful year in terms of accomplishments in the Cemetery Department

The previous year we had sought money through the Community Preservation Act to preserve the headstones at Standish Cemetery and the Old Burial Grounds of Mayflower Cemetery. The job was awarded to gravestone conservator, Kai Nalenz of Gravestone Services of New England based in New Hampshire. He has completed Standish Cemetery and will continue with Mayflower Cemetery.

We also began the process of listing the Standish Cemetery on the National Register of Historical Places. Wendy Fontiero has been given the task of preparing the individual nomination papers for the Register and we are still waiting approval.

Last March it was approved to add new grounds to the cemetery. Land that was Town owned and is now under the Cemetery Department has been surveyed and this phase is complete.

For the third year we have had the honor of an Eagle Scout volunteer their services. This time it was Lucas Schneiderhan, his project was to restore the gazebo. The gazebo was built with natural materials and it also houses a pump style water receptacle. Lucas worked diligently on the project, what a wonderful job he has done and we appreciate all his hard work.

We are coming close to the completion of the Cemetery and Crematory building, it has been a long time coming since we first formed a committee to meet this important need in the town. Everyone involved has worked diligently to ensure that the project was done on time and within budget. We look forward to opening the facility in early July of this year.

This past year has seen the retirement of Gail Cannon. Gail has been with the department since 1964 and retired this past December after serving 47 years with the department. There was never a more devoted employee and it was a privilege to have worked him.

To the Trustees, Robert Hayes, Chairman, Beverly Johnson, Rev. Elizabeth Stevens, Diane Barker and Emmett Sheehan, thank you for giving your time to the Cemetery and your input into the Crematory building. A special thanks to Robert Hayes who also volunteered as the Chairman of the Crematory Building Committee.

Thank you to the cemetery and crematory staff along with the crews of the DPW who have worked and continue to work on the new crematory project, both inside and out, to make sure the building is complete for the grand opening in early July.

*"The cemetery is a homeland for family memorials that are a sustaining source of comfort for the living."*

Respectfully Submitted,  
Patricia J. Pappas  
Superintendent of Cemetery / Crematory

## Crematory Building Committee

The Crematory Building Committee, established in July 2009 to advise on the design and construction of a new crematory facility for the Town, proposed to Town Meeting in March 2010 an appropriation of \$2.6 million for architectural, engineering, and design services and construction, equipping, and furnishing of a new facility for the crematory and cemetery office, to be located at the back of the cemetery property abutting Mayflower Street. The site is across the street from the current exit from the Transfer Station. Town Meeting approved the



project, and since the proposal was structured as a debt-exclusion item, the proposal went to the Town's voters as a ballot question. Voters approved the funding proposal in March 2010.

Following approval by the Town, the Committee requested proposals for architectural, engineering, and design services, and in May 2010 hired a project team, including a noted architect, project engineers, and civil engineers.

The design process began immediately, and in November 2010 the Committee selected a preferred design and the crematory equipment was selected and a contract for its fabrication was negotiated and agreed to. Necessary approvals for the proposed facility were obtained, and following a failed bidding process in early 2011, the design for the proposed facility was adjusted and the proposed facility was reduced in scope. Revised construction documents were released for rebid in June. In July 2011 bids within budget were received for the revised project and a contractor was selected to build the facility. Construction began in the fall of 2011 and was completed in the late spring of 2012, and the facility was opened in June 2012 and dedicated on July 9.

The aim of the Committee and the project team as a whole remained steadfast throughout the process: creation of a state of the art facility that is not only practical and efficient, but sustainable, respectful of the Cemetery and of Duxbury, thoughtfully integrated into the landscape, and inspirational as a healing and contemplative place. Those who have seen the facility, including experts in the field and clients of the facility's services, have expressed the utmost praise and enthusiasm for the completed facility.

Many people deserve special thanks for their contribution to the successful completion of the project, including first, of course, the taxpayers of Duxbury, who approved the investment in the facility. Second, the Selectmen, both past and present, who supported the project; and next and with particular thanks, Richard MacDonald and other Town officials – including Peter Buttkus, Tricia Pappas, and Scott Lambiase – and their staffs, for all of their efforts. Also, I want to acknowledge designLAB architects and their consultants for the design and implementation of the facility. There are many others who deserve recognition for their contributions and who were recognized at the dedication ceremony, but without naming them here, I can report to the Town their generosity helped to make the completion of the project possible.

The Committee believes the facility will be a source of pride and revenue for the Town for many years to come.

Respectfully submitted,  
Robert Hayes, Chairman



New Crematory, opened in June 2012



## **Lands and Natural Resources**

For the 21<sup>st</sup> consecutive year, the Town of Duxbury has received the Tree City USA Award, an award we are very proud of. This award is given out each year by the National Arbor Day Foundation, United States Department of Agriculture Forest Service and the National Association of State Foresters to communities that prove that they are dedicated to beautifying and preserving their lands by having active forestry programs.

During the past year we continued to deal with trees that were dead or had been damaged by defoliation caused by infestations of insects such as winter moths. We also had to clean-up the damage caused by Tropical Storm Irene. The damage was devastating all over town. After several months we finally got it under control. We do appreciate the patience the residents of Duxbury extended to us during this ordeal. Our department's top priority is now and has always been making our streets and lands safe for the residents, motorists and pedestrians. As we have in the past, we urge all residents to monitor their own trees to ensure that they are not becoming a hazard.

The Department of Lands and Natural Resources continues its efforts to serve the people of Duxbury by working with the other town departments, citizens, and organizations to ensure that our public lands, buildings, trees, open spaces, and athletic fields remain sources of pride.

In addition to our regular maintenance, we took on a few extra projects this year. We installed a new outdoor fitness activity area at the Senior Center, a new set of stairs leading to the tennis courts at Wadsworth, and a new planting area along the roadside on Congress Street. We also cleared the archives at Town Hall for installation of new shelving, participated in a Southeast Mass Tree Wardens and Arborists Association work day at the Mayflower Cemetery and along with other DPW departments completed the landscaping at the new crematory.

I wish to thank the crew of the Department of Lands and Natural Resources for their hard work and dedication; the other town departments for their cooperation; the management for their support and guidance; and the residents for assisting us in taking so much care of and pride in the town's public spaces.

Respectfully submitted,  
James Savonen  
Manager of Buildings and Grounds

## **DPW Operations - Highway Department - Transfer Station - Vehicle Maintenance - Snow and Ice**

During the last Snow & Ice Season, the Highway Department responded to eleven (11) sanding operations and only two (2) plowing operations. We were able to handle both of those operations with crews from within the Department of Public Works without calling in outside contractors. Winter operations started on December 18, 2011 and ended on March 10, 2012. The amount of salt used was 671 tons. The amount of sand was 546 tons. This makes the total amount of material spread on town roads to make them safe and passable 1,217 tons.

The Highway Department paved 9 streets with a Type 1-1 Bituminous Concrete overlay. Those streets were Ashdod Lane, Chandler Street, Clark Drive, Crescent Street, Lincoln Street, Marshall Street, North Street, Temple Street and White Street. A total of 12,460 ft or 2.35 miles of roadway were paved using 3,264 tons of material. In addition to the pavement overlay, cracksealing was done on 16.41 miles of Duxbury roads. The purpose of cracksealing is to extend the life of the pavement so that a complete overlay needn't be done as often. Funding for the paving and cracksealing came from the state's Chapter 90 Program.

Since the winter of 2011- 2012 was so mild we got a good jump on our "Spring Chores". Trash was picked up earlier than usual, guardrails were painted and street signs were repaired. The work continued through the warm months with street sweeping, line painting, marking of all catch basins and stop bars and catch basin cleaning.

Cleaning the catch basins and sweeping the streets is an effort to keep the town's 1,692 basins and connected drainage trunk lines clear of debris and blockages. The town also has 522 drainage outfalls that the Highway Department maintains by digging them out and keeping them clean.

In addition to the sanding, plowing, paving, cracksealing, and routine duties of the department, we worked with the Conservation Officer and Dept. of Lands & Natural Resources on the Crowell Bogs and Blairhaven properties. We replaced damaged road and sidewalk decking on the Powder Point Bridge. We replaced galvanized pins in the decking with stainless steel and repaired lighting strikes to the railings. We repaired the bulkhead at the east end of the bridge and resurfaced the approach to it. We repaired a section of sidewalk on Washington St. and resurfaced the sidewalk on Chandler Street. We built an earthen berm at the Transfer Station to provide more privacy to the crematory. We enlarged the parking area at the East Street Bogs and repaired a dike there. We constructed another parking area on Mayflower Street and installed new gates there. We assisted with the site work for the crematory and dug the trenches for the electric lines. When the building was nearing completion we re-graded the site, dug drainage trenches, laid granite and installed rail fencing.

None of that work could be done without the continual support of our Vehicle Maintenance Department. Again this year these employees have done an excellent job of keeping up with the needs of our fleet of vehicles. These talented and dedicated employees repair not only DPW trucks, but vehicles used by the Police Dept., Fire Dept., Council on Aging and Harbor Master's staff. It is not only trucks and cars that they maintain. They are responsible for the repair and maintenance of all sorts of equipment from the stump grinder at the Transfer Station to the roadside mower and anything in between.

I want to thank all of the residents of Duxbury for continuing with your recycling practices. Your efforts have saved you as tax payers a tremendous amount of money. In 2012 (Calendar Year), 2,222 tons of paper, cardboard, plastics and tin cans were recycled through our transfer station. We recycled 8 tons of tires, 323 tons of scrap metal, 2900 gallons of waste oil, 30 tons of appliances, 68 tons of electronics, 3 tons of acid batteries and 32 tons mattresses. In addition to the recycling tonnages, 2,506 tons of solid waste were transported to SE-MASS to be incinerated and 1,206 tons of construction debris were handled through our facility. To say that the employees who work at the Transfer Station are busy and hardworking is an understatement. I want to thank them for their hard work and service to the town.

Respectfully submitted,  
Ed Vickers  
DPW Operations Manager

## **DPW - Water/Sewer Department**

The following paragraphs summarize some but not all of the efforts necessary to keep the potable water running in Duxbury.

In addition to assisting with the daily operations of the department, the administrative staff was kept busy with the billing of approximately 5,500 residents bi-annually and scheduling over 1000 appointments for field technicians. 492 million gallons of water were pumped, treated and then distributed to consumers. 4.2% of the water pumped was unaccounted for due to distribution system leakage. The residential gallons per capita day usage was 76.12 gallons. The current performance standard for public water systems is 65 gallons per person per day. The entire field Staff participated in a training session utilizing the Emergency Response Plan. Each of the Staff Members was certified in CPR, First Aid and the use of AED's.

The distribution crew was kept busy with 4 major water main breaks and 8 service line leaks in addition to replacing 4 fire hydrants. Five new fire hydrants were added to the Distribution System. G.I.S. mapping of the



assets i.e., hydrants and valves, was completed, this allowed the creation of a more accurate map of the Distribution System. The G.I.S. data collected will be used along with the hydraulic model to create a flushing program and asset management program. There were 249 tests performed on the various backflow prevention devices installed throughout the town. Technicians replaced 163 water meters ten years old or older. The Distribution System was flushed in the fall of 2011 and the spring of 2012; this work is an essential component for maintaining the water quality. The aging 6" water main on Franklin Street was replaced with 2,200 feet of 8" pipe. The 12" water main on Mayflower Street was extended 1,400 feet to service the new Police Station. A leak detection survey was conducted on the 125 miles of pipe in the water system. Fifteen leaks were identified and repaired within four days of their discovery.



A new water quality sampling station was added at the Captains Hill Tank. A structural Engineer performed a thorough inspection of the exterior of the Captains Hill Tank on April 9<sup>th</sup>, 2012. On July 15<sup>th</sup> 2012 divers were contracted to conduct an interior inspection of the Captains Hill two million gallon water storage tank. In addition to gathering information on the overall condition and integrity of the structure, they were also able to remove the accumulated sediment found on the floor surface. A generator was installed at Birch Street tank site; this will provide redundancy for the communication systems.



The treatment staff was busy with ongoing upgrades and maintenance. The interior surfaces of the bulk chemical storage tanks were cleaned. All ten fluoride saturators were cleaned, rebuilt and returned to service. A capital improvement project to update the SCADA system was completed. All twelve municipal well and pumping units were evaluated for pumping performance and efficiency compared to original design specifications. The master meters at all twelve wells were cleaned and calibrated. The pumping unit was replaced at the Depot Street well.

The Tree Department was able to host a MIIA training event for mock storm damage for some neighboring Towns while removing trees adjacent to the buildings at the Tremont Street well site.

On the sewer side of things, the shared septic systems at Wadsworth Field, Harrison Street and Cedar Street were examined by a Title 5 inspector and found to be in good working order. Preventative maintenance was performed on the many pumps and air blowers at the High School wastewater treatment plant. Five grinder pumps were replaced on the Bay Road shared septic system.

I would like to thank the DPW Director, Town Manager, Board of Selectmen, and the Water and Sewer Advisory Board for their assistance and patience throughout the year. I would also like to take a moment and thank my entire staff for all of their hard work and devotion.

Respectfully Submitted,  
Peter Mackin  
Superintendent, Water and Sewer

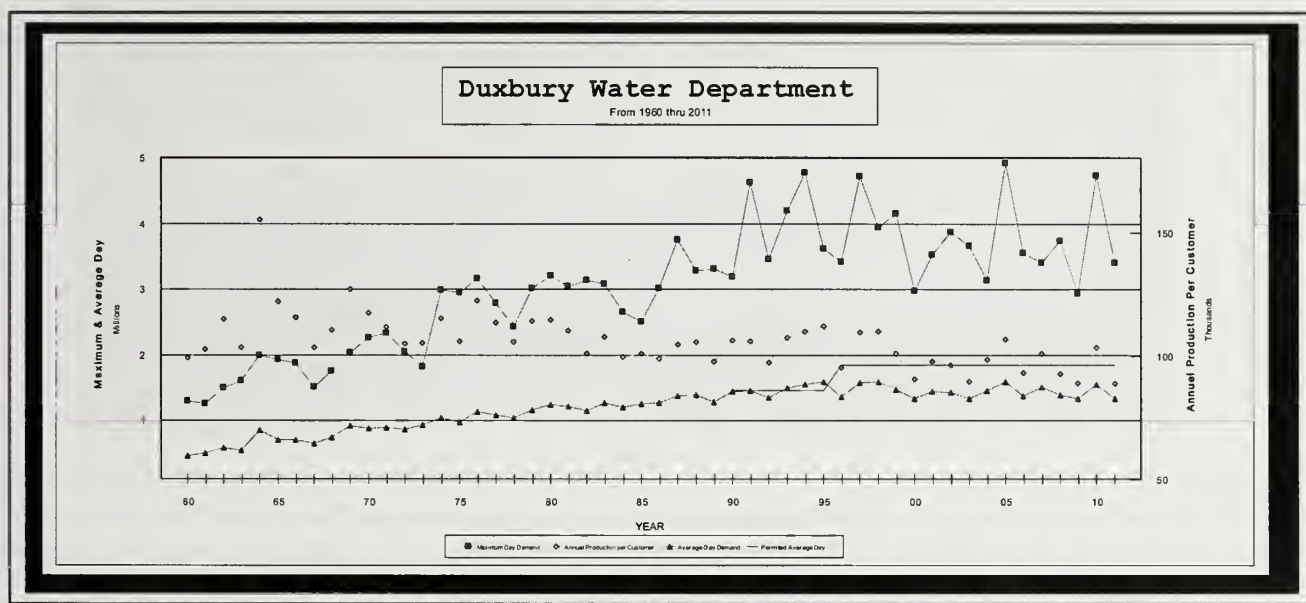


## DPW - Water/Sewer Advisory Board

For the fiscal year ending June 30, 2012, the Water & Sewer Advisory Board worked on two principal projects: the funding of the purchase of land for a new well site, and the funding of a water main on Pine Street interconnecting three dead end existing water mains.

The new well site which was named the Teakettle Lane site, was part of a larger purchase of land by the Community Preservation Committee. Many tasks remain for this site including the purchase of protective easements from the Conservation Commission, and the purchase of access easements from the Conservation Commission and private property owners, along with a five day pump test at the well site along with a new source approval process. We are hopeful that this site will be another safe and productive well in the future.

The Board worked with residents along Pine Street to obtain funding for the design and construction of new water main along that street ending on Lake Shore Drive. These residents have private wells now with iron and radon problems, along with loss of water whenever there is the loss of power in the area. The Annual Town Meeting in March of 2012 approved both of these initiatives. Construction of the water main is expected to begin in November of 2012, and include the replacement of a small dam on Lake Shore Drive.



The chart above shows our water production since 1960 on a calendar year basis. The three line graphs show the average day production, the peak day production and the annual production per customer. Also shown are the permit levels for the average day production since 1990. Normally the peak day production line chart would be an indicator of future demand for new well sites. However, since 1990 the erratic nature of the line suggests another problem. We have reviewed the station meter testing program for any indicators of significant daily data variances, and the daily readings for the same. We have discovered that the daily readings of the station meters are done at different times of the day resulting in long and short days. We were hopeful that the installation of a new SCADA(Supervisory Control and Data Acquisition) equipment would solve this, but, to date, it has not. The average day production line chart are clearly below the permitted levels, and suggests along with the annual production per customer line chart that demand for water in this town is leveling off. Shown below is the ten year population change for the four towns in this area.

	Town of			
	Duxbury	Kingston	Pembroke	Plymouth
1940	39.1%	4.2%	15.1%	0.4%
1950	34.3%	24.4%	50.1%	3.9%
1960	49.3%	24.3%	90.7%	6.2%
1970	61.5%	39.4%	127.5%	28.8%
1980	54.6%	22.7%	20.5%	93.0%
1990	17.7%	22.9%	7.8%	27.0%
2000	2.5%	30.2%	16.4%	13.4%
2010	5.7%	7.2%	5.4%	9.2%

Clearly growth in Duxbury has calmed down recently even when measured against its neighbors. We think that water demands reflect, in part, the absence of population growth. Shown below is the ten year population change for the town compared to the county and state.

	Plymouth		
	Duxbury	County	MA
1940	39.1%	4.0%	1.6%
1950	34.3%	12.2%	8.7%
1960	49.3%	31.1%	9.8%
1970	61.5%	34.2%	10.5%
1980	54.6%	21.6%	0.8%
1990	17.7%	7.4%	4.9%
2000	2.5%	8.6%	5.5%
2010	5.7%	4.7%	3.1%

This census data above is a ten year percentage change. The high population growth up until the decade ending 1990 has passed for this area. Clearly, Duxbury's growth is beginning to approximate the state's growth, and has significantly slowed down. This absence of growth combined with a significant recession recently, may have impacted water demand for our utility.

Respectively Submitted

George D. Wadsworth, Chairman  
 Freeman Boynton, Jr., Clerk  
 Paul Keohan

# Recreation



Baseball Team, Powder Point School, 1916

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## Recreation Department

- Percy Walker Pool
- Recreation Department
- North Hill Country Club



## **Recreation Department - Percy Walker Pool, Recreation, North Hill Country Club**

The Duxbury Recreation Department continued to manage and juggle many balls in the air on a yearly basis. From our municipal swimming pool to Town owned golf course, playing fields, playgrounds, courts and over 50 recreation program offerings, we are a busy department. Having said that, we always are striving to do better and welcome comments and suggestions on ways to improve our services while keeping our costs down.

### **Percy Walker Pool**

This past year the Percy Walker Pool continued to be enjoyed by residents and non-resident alike. Hundreds of children utilized the Percy Walker Pool for swimming lessons, birthday parties, and school related programs. The Duxbury Public Schools utilized the Percy Walker Pool for its high school swim teams, 4<sup>th</sup> grade swim program and as a training facility for its various high school sports, including football. New programs such as water polo, pool after school club and synchronized swimming are among the exciting offerings being developed at this newly renovated Town owned recreational facility. The Department is excited that the pool will continue to be a great asset within the school/library educational complex.

### **Recreation**

The Recreation Department offered over 40 year round programs to Duxbury residents in fiscal year 2012. The Recreation Revolving Fund generated revenues of \$300,000 and had expenditures of \$275,000. The Recreation Revolving Fund employed 105 part time employees and was also assisted by over 200 community volunteers. In fiscal year 2012 over 3,300 residents registered for our programs.

The playing fields in the Town of Duxbury continue to be an extremely popular destination for people in Town. This past year over 6,000 residents used our playing fields.

Residents have continued to respond positively to the new Activenet registration program, which allows our residents to register for Recreation and Pool programs through the comfort of their private computer. We continue to update and improve the Recreation Department website, ([www.town.duxbury.ma.us/recreation](http://www.town.duxbury.ma.us/recreation)) including the "Recreation Notices" and "Recreation Calendar".

### **North Hill**

This past year North Hill Country Club saw many physical changes to the golf course property. The Town of Duxbury, Pilgrim Golf and private contractors performed work totaling tens of thousands of dollars in improvements to our recreation asset. An aggressive tree pruning and hazardous tree removal program was affected throughout the golf course, but primarily focused around the 7<sup>th</sup> green.

The 7<sup>th</sup> hole was the site of major changes. The removal of 22 trees surrounding the 7<sup>th</sup> green was undertaken by both the Town of Duxbury and Pilgrim Golf. These trees all encroached upon the 7<sup>th</sup> green both from a shot making standpoint and encroachment on the ground from the growth of the white pine root system. The 7<sup>th</sup> green was in dire need of tree removal as the encroaching roots were inhibiting the ability of the turf grass to grow. Dozens of yards of loam were spread around the green collars and the entire area re-seeded.

New tees were installed at the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> holes, focusing primarily on the installation and construction of ladies' tees. Funds for these projects were provided through the capital budget from the Recreation Department.

Also three sand traps at the course were totally and completely renovated. The traps were excavated to install proper drainage and new material was installed including sand, loam and turf as well as irrigation system upgrades. The trap work was accomplished at the 9<sup>th</sup> and 7<sup>th</sup> holes.

Many vistas and golf shot making areas were cleaned and cleared of debris and brush that had been allowed to overgrow the original architect's intent of how the course was to be played.

With all these terrific changes, the golf course saw an increase in play by nearly 18% from July 1, 2011 through June 30, 2012. The food and beverage operation continued to be a hit and the Recreation Department has continually received outstanding comments about the performance of the management company, Pilgrim Golf, LLC.

I would like to thank my staff at the Recreation Department and Pool as well as the Recreation Activities Committee and the North Hill Advisory Committee for all their assistance during the past year.

Respectfully Submitted,

Gordon H. Cushing  
Recreation Director



Sleigh Ride on Washington Street  
Circa 1900



# State and Local Information

## GEOGRAPHIC DESCRIPTION & STATISTICS FOR DUXBURY

Location: Eastern Massachusetts, bordered by Pembroke on the west, Marshfield on the north, Kingston on the south, and the Atlantic Ocean on the east and southeast. Duxbury is 33 miles south of Boston and 246 miles from New York City.

**Total Area:** 37.63 sq. miles

**Land Area:** 23.76 sq. miles

**Population:** 15,509  
(Town Clerk, 06/30/2012)

**Climate:** (National Climatic Data Center, Plymouth Station)

Normal temperature in January: 26.5°F  
Normal temperature in July: 71.0°F  
Normal annual precipitation: 48.8"



## TOWN GOVERNMENT

Municipal Offices  
878 Tremont St., Duxbury, MA 02332

Monday: 8:00 AM - 7:00 PM,  
Tuesday through Thursday: 8:00 AM - 4:00 PM  
Friday: 8AM - 12:30 PM

**Form of Government:**  
3-Member Elected Board of Selectmen  
Town Manager  
Open Town Meeting

**Year Incorporated as a town: 1637**

**Registered Voters**  
(Town Clerk, 01/01/2012)

Total Registered Voters	10,932
Democrats	2,145
Republicans	2,448
Other parties	35
Un-enrolled voters	6,304



## U.S. LEGISLATORS

**US Senator** John F. Kerry  
218 Russell Senate Office Building  
Washington DC 20510  
(202) 224-2742

**US Senator** Elizabeth Warren  
SR-C2 Russell Senate Office Building  
Washington DC 20510  
(202) 224-4543

**US Congressman** Bill Keating  
315 Cannon HOB  
Washington, DC 20515  
(202) 225-3111

To contact U.S. Legislators via e-mail, please visit:  
[www.usa.gov](http://www.usa.gov)



## STATE AND COUNTY REPRESENTATION

**State Senator** Robert L. Hedlund  
State House, Room 313C  
Boston, MA 02133  
617-722-1646  
[Robert.Hedlund@masenate.gov](mailto:Robert.Hedlund@masenate.gov)

### State Representatives

Precincts 2-6 Rep. Josh Cutler  
State House, Room 437  
Boston, MA 02133  
617-722-2425  
[josh.cutler@mahouse.gov](mailto:josh.cutler@mahouse.gov)

Precinct 1 Rep. Thomas J. Calter  
State House, Room 472  
Boston, MA 02133  
617-722-2013  
[Thomas.Calter@mahouse.gov](mailto:Thomas.Calter@mahouse.gov)



**IMPORTANT TELEPHONE NUMBERS**  
**DUXBURY TOWN HALL: 781-934-1100**  
DEPARTMENT EXTENSIONS

Accounting & Finance	132
Assessors	115
Board of Health	140
Building Department	125
Conservation	134
DPW	142
Employee/Retiree Health Insurance & Benefits	163
Highway	131
Information Systems	156
Lands & Natural Resources	133
<b>STICKERS</b> (Transfer Station & Beach)	147
Personnel (Human Resources)	143
Planning	148
Selectmen	149
Town Clerk	150
Town Manager	141
Treasurer/Collector	147
Water Dept.	129
Zoning Board of Appeals	122

<b>Other Important Numbers (Outside Town Hall):</b>	
<b>For Police &amp; Fire Emergencies</b>	<b>911</b>
Fire (non-emergency)	781-934-5693
Police (non-emergency)	781-934-5656
Animal Control	781-934-6424
Cemetery	781-934-5261
Council on Aging (Senior Center)	781-934-5774
Council on Aging Bus	781-934-6800
Duxbury Free Library	781-934-2721
Harbormaster	781-934-2866
Housing Authority	781-934-6618
Percy Walker Pool	781-934-2464
Plymouth County Mosquito Control	781-585-5450
Recreation	781-934-7034
Schools Administration:	781-934-7600
Veteran's Services:	781-934-5774

**Town Website:** [www.town.duxbury.ma.us](http://www.town.duxbury.ma.us)

**Town Address:** 878 Tremont St., Duxbury MA 02332

**Town Hall Hours:** Monday: 8 AM - 7 PM  
Tuesday- Thursday: 8 AM - 4 PM  
Friday: 8AM – 12:30 PM

# 375 DUXBURY

*Massachusetts*

*Est. 1637*



The 375th Anniversary Committee sponsored a contest to create a logo for the Town's year-long birthday celebration. Thanks to all who participated and congratulations to Kara Chase for the winning design.

**Celebrating 375 years**

**Duxbury, Massachusetts  
Incorporated June 17, 1637**

